

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



Meeting of Bovingdon Parish Council **Held in the Memorial Hall, Bovingdon** **Monday, 7th September 2026 starting at 7.00pm**

Present:

Councillor Karen Bregazzi-Jones
Councillor Ian Field (Chairman)
Councillor Nic Leon
Councillor Hugh Schneiders
Councillor Julie Steer
Councillor Peter Windsor
Councillor Pauline Wright

Also Present:

Lisa Edwards – Assistant to the Parish Clerk

Press:

None

Representatives from the Village:

None

26/029/FPC Election of Chairman for the meeting

Due to the absence of both the Chairman and the Vice-Chairman and in accordance with the Parish Council's Standing Orders, Councillor Steer proposed that Councillor Ian Field be appointed Chairman, which was seconded by Councillor Schneiders.

26/030/FPC Apologies for Absence

To receive and accept apologies for absence from Councillor Graham Barrett, Councillor Philip Walker, Councillor Caroline Barnett and Parish Clerk Gemma Coventry.

26/031/FPC Co-option of a new Councillor to fill vacancy

The Chairman welcomed Peter Windsor to the Parish Council. Committee membership will be confirmed in due course.

26/032/FPC Specific Declarations of Interest

There were no specific declarations of interest.

Signed Dated

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26/033/FPC Signing of:

Minutes: Bovingdon Parish Council Meeting, 22nd June 2026

26/034/FPC Matters Arising from Minutes:

There were no matters arising from the minutes of the Parish Council Meeting, 22nd June 2026.

26/035/FPC Public Participation

Councillor Pauline Wright raised concerns regarding the recent increase in litter in the village. The concerns were noted, and it was agreed that the matter should be investigated further and discussed at a separate meeting.

26/036/FPC To receive and adopt the following Committee reports:

Planning Committee Meetings: 22nd June 2026, 13th July 2026, 3rd August 2026 and 24th August 2026

Finance & General Purposes Committee: *None*

Outdoors: *None*

Memorial Hall Management Committee: *None*

Personnel: 21st August 2026

The receipt and adoption of the above reports was proposed by Councillor Field and seconded by Councillor Steer.

26/037/FPC Audit Actions and Statutory Duties

- (a) To receive and review the final external auditors report for 2025/26
This item was deferred to the meeting on the 2nd November 2026, as the external auditors report has not yet been received.
- (b) To receive and review the conclusions of the external audit
This item was deferred to the meeting on the 2nd November 2026, as the external auditors report has not yet been received.
- (c) To approve the appointment of IAC Audit & Consultancy Ltd as the internal auditor for the Parish Council accounts for the next three years.
The proposal was put forward by Councillor Steer and seconded by Councillor Bregazzi-Jones.
- (d) To receive and approve the addendums to the employment contracts of the Parish Clerk and Assistant to the Parish Clerk.
The proposal was put forward by Councillor Field and seconded by Councillor Steer.
- (e) To note the 2026-2027 NALC salary scales settlement.
The proposal was put forward by Councillor Field and seconded by Councillor Steer.
- (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

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4. Appraisal Review Form

The proposal was put forward by Councillor Field and seconded by Councillor Steer.

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 payments to be made in accordance with the budget (included in monthly schedule attached).
Councillor Schneiders raised concerns regarding the costs associated with the Village Warden and litter picking. It was agreed that the ongoing incurrence of these costs should be included in the discussions regarding litter picking following further investigation at a separate meeting, as previously identified under item 26/035/FPC. The proposal was put forward by Councillor Field and seconded by Councillor Steer.

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
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

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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 lamp posts
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)
The proposal was put forward by Councillor Field and seconded by Councillor Steer.
- (c) To receive and approve the bank reconciliation up to 31st July 2026 (Circulated with agenda).
The proposal was put forward by Councillor Field and seconded by Councillor Steer.
- (d) To agree the new quotation from Flotek (formerly Microshade) for IT services (circulated to the Council on 19th August 2026).
Due to insufficient information available with regards to costs, Councillor Steer proposed that this item be deferred to the meeting on the 2nd November 2026. This was unanimously agreed.
- (e) To approve the fixed fee of £2,125 plus VAT for the Parkinson Partnership to review the Parish Council's VAT procedures (circulated to the Council on the 28th August 2026).
The proposal was put forward by Councillor Field and seconded by Councillor Steer.
- (f) To note the temporary appointment of an Office Administrator to work 15 hours per week.
The proposal was put forward by Councillor Field and seconded by Councillor Steer.
- (g) To approve a £100 payment for the docks clearance.
The proposal was put forward by Councillor Field and seconded by Councillor Wright.

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26/039/FPC County Councillor Update – Verbal Update

Councillor Richard Roberts updated the Parish Council on the Government's announcement regarding the pausing of the review of unitary councils. Councillor Steer asked for an update with regards to the pedestrian crossing at the top of the High Street, the pedestrian crossing on Chesham Road and the pavement outside what was Ameyzoo on the High Street. Councillor Roberts agreed to follow up these issues and update Councillor Steer. Councillor Roberts confirmed that resurfacing works are planned for Church Street and Flaunden Lane (Venus Hill). Councillor Roberts informed the Council that he has a small amount of Locality Budget available if there are any local groups that would benefit from this funding. Councillor Roberts confirmed that he had lodged an objection on Dacorum Borough Council's Planning Portal with regards to application number 26/01762/MOA – Land South East of Bovingdon (Homefield).

26/040/FPC Borough Councillor Update – Verbal Update

There were no Borough Councillors in attendance to provide an update.

26/041/FPC Working Group Update – Verbal Update

Grange Farm – no update available
Communications – no update available
The High Street/Memorial Hall – Councillor Field confirmed that the consultation with the appointed architects was ongoing and that a visit to Sarratt Village Hall has been arranged for members of the Working Group on the 18th September.

26/042/FPC Report from Council Representatives on outside groups/bodies – Verbal Update

HMP The Mount – Councillor Leon informed the Council that the prison is short of IMB members and if anyone is interested in volunteering, they should contact him. Councillor Leon also advised that there is a shortage of staff within the Offender Management Unit. However, overall, the prison is operating well, and he reported that the Governor is doing a very good job.
Bovingdon Community Library – Councillor Steer reported that the library is currently running smoothly and that there are currently no issues to report.
Bovingdon Primary Academy – Councillor Leon confirmed that they are awaiting updated capacity numbers and that hopefully he will be able to provide these to the Council at the next meeting in November.
Police Liaison – no update available

General Business

26/43/FPC To consider the arrangements for the provision of Christmas lights and decorations for the 2026/27 festive season (quote circulated to council on 11th August 2026).

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It was proposed by Councillor Field that the quote for the new one-year scheme be accepted for the 2026/27 festive season, with a view to agreeing a longer-term contract for the 2027/28 festive season onwards. The proposal was seconded by Councillor Wright and agreed unanimously by the Council.

Statutory Matters

26/44/FPC To appoint a new member to serve on the Personnel Committee until the next Annual Meeting of the Parish Council.
Councillor Windsor agreed to join the Personnel Committee.

Next scheduled meeting Monday, 2nd November 2026

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

Meeting finished 8:05 pm

DRAFT

Signed Dated