

Meeting of the Bovingdon Parish Council
held in The Memorial Hall, High Street, Bovingdon
3rd November 2025 starting at 7.30 p.m.

Present:

Councillor Caroline Barnett
 Councillor Graham Barrett (Chairman)
 Councillor Ian Field
 Councillor Nic Leon
 Councillor Hugh Schneiders
 Councillor Julie Steer
 Councillor Philip Walker
 Councillor Pauline Wright

Also present:

Herts County Councillor Richard Roberts
 Lisa Edwards, Assistant to the Parish Clerk

Press: 1

Representatives from the Village: 2 residents

1.	To receive apologies for absence Apologies for absence were received from Councillor Mike Foulds, Borough Councillor Stewart Riddick and Gemma Coventry, Parish Clerk/RFO.	
2.	Co-option of a new Councillor to fill vacancy The Chairman welcomed Ian Field to the Parish Council. Committee membership will be confirmed in due course.	
3.	Specific Declarations of Interest There were no Declarations of Interest	
4.	Public Question time A resident expressed her concern about the amount of water tankers driving along Molyneaux Avenue. Councillor Leon explained that the tankers were delivering water to HMP The Mount due to a temporary issue with the prison's water supply. He confirmed that the issue has now been resolved.	
5.	Signing of Minutes: Bovingdon Parish Council Meeting, 1st September 2025 Those Councillors present agreed the minutes of the meeting of Bovingdon Parish Council Meeting held on 1st September 2025 were a true representation of the meeting and the minutes were signed by Councillor Barrett.	
6.	Matters Arising from Minutes: – Bovingdon Parish Council Meeting, 1st September 2025 Fire Alarm Contact List Councillor Steer confirmed that the Fire Risk Assessment has been carried out and a report is pending. The report is likely to recommend a new fire alarm system be installed and so once this has been completed a review can be carried out with regards to the emergency call rota. Memorial Hall Emergency Contact List It was agreed that the Assistant to the Parish Clerk, together with Councillor Steer, will review and update the list.	A to PC/ Councillor Steer

	Bench – Tesco Parish Clerk to update at next meeting. Richard Briden’s Bench Councillor Steer confirmed that the bench has been removed and is currently stored in the rear corridor of the Memorial Hall outside the Village Wardens store. Work will begin to restore it in due course. Memorial Hall Equipment Councillor Steer confirmed that a policy will be drafted in due course, which will cover the use of Parish Council assets for community events.	Parish Clerk
7.	To receive and adopt the following Committee minutes: Planning Committee Meetings: (i) 22nd September 2025 (ii) 6th October 2025 (iii) 20th October 2025 It was resolved that the minutes of these meetings, as circulated, be received and adopted.	
8.	Feedback from Chairman of Committees:	
8.1	Finance & General Purposes Committee	
8.1.1	Skipton 2-Year Bond - Councillor Steer explained that, due to time constraints, the Skipton Building Society 2-Year Bond account has been rolled over for a further year at a fixed rate of 3.8%. The matter will be discussed at the next Finance Committee meeting, and a plan will be developed for managing future investments	Councillor Steer
8.1.2	CIL Payment - Councillor Steer confirmed that a CIL payment has been received and banked in October. She explained that the Parish Council is considering projects where the CIL funds can be utilised, including a crossing on Chesham Road and the potential installation of grasscrete in Old Dean and on Bovingdon Green.	
8.1.3	Grant Application – St Lawrence Church, Teatime It was agreed that a grant for £500 be awarded to the St Lawrence Church Teatime group to help towards the cost of hiring the Memorial Hall.	
	Resolutions to be considered from the Finance & General Purposes Committee:	
8.1.4	To adopt the IT Policy It was proposed by Councillor Steer and seconded by Councillor Barrett and resolved that the Council adopts the IT Policy with no changes to content.	
8.1.5	To adopt the Memorial Hall Investment Policy It was proposed by Councillor Steer and seconded by Councillor Walker and resolved that the Council adopt the Memorial Hall Investment Policy with no changes to content.	
8.1.6	To adopt the Social Media and Communications Policy It was proposed by Councillor Steer and seconded by Councillor Wright and resolved that the Council adopt the Social Media and Communications Policy with no changes to content.	
	Parish Office Working Arrangements Councillor Steer reminded members of the Parish Council of the agreed working hours of the Parish Clerk and the Assistant to the Parish Clerk, emphasising that they should only be contacted on their personal mobile phones in the event of an emergency. Councillor Barrett requested that the current arrangement allowing the Parish Clerk to work from home on Thursdays be reviewed.	Councillor Walker/Personnel Committee
	Concurrent Services Grant Councillor Barrett updated the Parish Council on the proposed withdrawal	

9.	Report from the Council's representatives on outside bodies/groups	
9.1	HMP The Mount Councillor Leon confirmed that a meeting has been arranged to discuss parking around HMP The Mount. Councillor Walker and Jim Cutts will also be in attendance. He further informed the Parish Council that the six newly installed pods do not currently have an electricity supply. Alternative arrangements have been sourced to provide electricity until a permanent solution can be implemented, but these are also causing some issues i.e. noise and smell. Councillor Richard Roberts advised that The Rt Hon David Taylor MP may be able to help and it was suggested that either Jim Cutts or Councillor Walker could contact him.	Councillor Walker/Jim Cutts
9.2	Bovingdon Community Library Councillor Steer confirmed there was nothing to report.	
9.3	Bovingdon Primary Academy Councillor Leon informed the Parish Council that he had met with the Primary Academy and confirmed that the number of children living in the village attending the school is low. He added that the school is experiencing financial challenges and is planning to hold fundraising events in the village. Councillor Leon also confirmed that the recent student stats results were excellent.	
9.4	Police Liaison Councillor Barnett reported that she had contacted the Police Liaison Officer twice by email but had not yet received a response. She agreed to follow up on this matter in the hope of receiving a reply.	Councillor Barnett
10.	Events Team Update Councillor Wright informed the Parish Council that the next Car Show is scheduled for 5th July 2026. Councillor Leon confirmed that the Scarecrow Festival will be held from the 30 th May to 14 th June 2026 and the theme will be 'Celebrity and Fictional Characters'.	
11.	Christmas Lights/Tree It was confirmed that the lights have been attached to the lamp posts ready to be switched on the 15 th November. It was agreed that the Christmas Tree will go up on the 16 th November.	
12.	Highways Update High Street - Councillor Roberts informed the Parish Council that he had held a very productive meeting with Hertfordshire Highways. As a result, Hertfordshire Highways are considering how improvements can be made at the top of the High Street, including enhancements to the pavements, the introduction of a pedestrian crossing, revised parking arrangements in that area, and the possible reduction of the speed limit to 20 mph. Councillor Roberts explained that the project is estimated to cost between £80,000 and £90,000 and could be funded using Tesco Section 106 monies, Dacorum Borough Council Section 106 monies, together with a possible contribution from the Parish Council's CIL funds, as offered by Councillor Steer. If a 20mph speed limit is introduced this could also qualify for a contribution from Active Travel. Councillor Roberts to keep the Parish Council informed of any developments.	Councillor Roberts
	Further to concerns raised by Councillor Barnett regarding the number of HGVs travelling up the High Street, Councillor Roberts agreed to investigate	Councillor Roberts

	potential measures to reduce HGV traffic, which could be incorporated into the above project. In response to a concern raised by Councillor Steer, Councillor Roberts also agreed to review the condition of the pavement outside the Old MacDonald Admin Hub as a matter of urgency to see if a patch repair can be carried out. Green Lane - Following an email that Councillor Barrett sent to the planning officer highlighting the flooding on Green Lane, Councillor Roberts confirmed that this issue is now being reviewed. He also agreed to check when the ditch is scheduled for clearance Chesham Road (Old Entrance to the Market) - The road is scheduled to be resurfaced in Quarter 4 of 2025/26, covering the section from the county boundary to the 30 mph signs. The outstanding work to improve the village gateway - funded by the Police Commissioner's grant - will be carried out at the same time as the resurfacing. Old Dean – Pavement and Road Surface - The pavement and road surface in this area are in need of repairs estimated to cost between £100,000 and £125,000. This work could potentially be funded as part of the Integrated Work Plan (IWP), and Councillor Roberts agreed to raise this as a possible inclusion. Halfway House Drop Kerb – There is no drop kerb outside the Halfway House when using the crossing point. Councillor Roberts agreed to look into whether this could be included as part of the new pedestrian crossing 2026/2027 Locality Budget – Councillor Roberts explained that the proposed works to resurface approximately 20–30 metres of the road at the top of the High Street may have been delayed due to works being carried out in Bourne End. Councillor Roberts agreed to follow up on this matter. Chesham Road by Hyde Lane Crossing – The Parish Council have agreed to contribute up to £50,000 of CIL monies towards this project which is scheduled to take place in 2027/28. Councillor Roberts to follow up on this matter and provide a progress report. CIL Funding Held by Dacorum Borough Council - Councillor Walker confirmed that Dacorum Borough Council currently holds £25 million in CIL monies. He suggested to DBC that part of these funds could be used to support the two new pedestrian crossings proposed in Bovingdon, as these should have been included in the original planning application submitted by CALA Homes. Councillor Walker will follow this up with DBC.	Councillor Roberts Councillor Roberts Councillor Roberts Councillor Roberts Councillor Roberts Councillor Roberts Councillor Walker
13.	Mayor of Dacorum, Councillor Catherine McAreyvee – Parish Visit Update It was agreed that the Parish Council would host the Mayor, and the Parish Clerk will make the necessary arrangements. Councillor Leon will investigate the possibility of including a visit to HMP The Mount as part of the itinerary and requested that the office provide suggested dates for the visit. Councillor Steer expressed her opposition to the proposed visit.	Parish Clerk/Councillor Leon
14.	Councillor Training The Parish Clerk to confirm the date and details for the proposed Councillor training in December.	Parish Clerk
15.	Communications Working Group Councillor Barnett will arrange a meeting of the Communications Working Group. It was agreed that group will consist of Councillor Barnett, Councillor Leon, Councillor Field, Gary Cullum and Stephen Rawlins.	Councillor Barnett
16.	Any other urgent business It was agreed that the Parish Council will fund a bleed kit to be installed in the Memorial Hall defibrillator cabinet, with St John Ambulance agreeing to fund a second bleed kit to be placed in the Cricket Club defibrillator cabinet.	Assistant to the PC

	The Assistant to the Parish Clerk will investigate whether the St Johns Ambulance would be happy to maintain both bleed kits going forward. Councillor Barrett provided an update on developments at Grange Farm. He confirmed that the new premises for the Bowls Club and the Scouts are expected to be ready towards the end of 2026. Consequently, the Working Group, originally established to discuss and agree the leases for both organisations, should arrange to meet as soon as possible. The same applies to the High Street Working Group. It was agreed that the Grange Farm Working Group will consist of Councillor Barrett, Councillor Walker, Councillor Foulds and Councillor Field. The High Street Working Group will consist of Councillor Barnett, Councillor Walker, Councillor Leon, Councillor Field, Councillor Wright and Councillor Barrett. Councillor Barrett requested that the Assistant to the Parish Clerk send copies of the current Bowls Club lease to Councillor Walker and Councillor Field. To note the date of the next Bovingdon Parish Council meeting: Monday, 12th January 2025 at 7.30 p.m. to be held in the Memorial Hall Meeting closed at 9.35 p.m.	Assistant to the Parish Clerk
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