NORTHCHURCH PARISH COUNCIL
Clerk to the Council: Usha Kilich
Northchurch Parish Council
PO Box 2603
Kings Langley
WD4 4EJ
Tel.07543493002
email: clerk@northchurchparishcouncil.gov.uk
www.northchurchparishcouncil.gov.uk

MEETING OF THE PARISH COUNCIL
MONDAY 7th SEPTEMBER 2026 AT 7.00 PM
SOCIAL CENTRE BELL LANE NORTHCHURCH HP4 3RD

To Councillors:

Michela Capozzi	Chair
Mark Somervail	Vice Chair
Neil Pocock	
Lara Pringle	
Sacha Hughes	
Parul Dix	
Chris Syers	

Dear Councillors
You are hereby summoned to attend a meeting of Northchurch Parish Council on Monday 7th September 2026 at 7.00 pm for the purpose of transacting the following business.

To access the documents please visit www.northchurchparishcouncil.gov.uk

Usha Kilich
Proper Officer
2nd September 2026

AGENDA

37/26 APOLOGIES FOR ABSENCE
To receive apologies for absence

38/26 Appointment of Vice Chair
To appoint Vice Chair following the resignation from Cllr Mark Somervail current Vice Chair.

39/26 DECLARATIONS OF INTEREST
To declare an interest linked to any item on the agenda

40/26 MINUTES

a. To approve the minutes of the meeting of the.
    - Full Council Meeting on 15 June 2026
    - EOM 6th July 2026
    - Allotment Committee Minutes 6th July 2026
    - EOM 17th August 2026

b. Matters arising from previous meetings that are not included as agenda items below

41/26 PUBLIC PARTICIPATION (15 minutes)

42/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS
To receive a report from Borough/County Councillors

43/26 CHAIR's REPORT/CORRESPONDANCE RECEIVED

a. Bulbourne Report
b. AGAR 2025/26 approved by PKF Littlejohn
c. Dacorum Environment Forum Agenda and Minutes
d. Application to amend the Register of Common Land (Frithsden Beeches)
e. EIA re consultation Pitstone Quarry, Upper Icknield Way, Pitstone, Hertfordshire.
f. Social Centre Open Day 10th October 2026
g. Email from MoP request to HCC to reduce speed limit on Cow Roast
h. CPRE AGM 3rd October 2026
i. Chiltern Society Cyber Security breach 12/08/2026
j. Sustainable Street Workshops

44/26 CLERKS REPORT (verbal)

a. To produce action list and comments
b. To update on latest news from DBC

45/26 ROAD SAFETY
Nothing to report

46/26 OPEN SPACE

a. Update on removal of skate ramp
b. To discuss the play inspection report.
c. Additional bin requested by Herons Elm
d. Action to undertake regular inspection and cut of willows tree at the rec ground
e. To discuss and decide on heating or dehumidifying for the football cabin before winter.
f. Confirmation of British Gas being the electricity supplier to the recreation ground

g. DBC commercial waste contract updated to fortnightly collections

47/26 ALLOTMENT

a. Update on two complaints received regarding plot allocations
b. Speed bump complaint received
c. Lower allotment break-ins
d. Investigation into cutting back the Oak tree located at the back of Plot 66

48/26 FINANCE AND GENERAL PURPOSES

a. Cllr Capozzi proposes to approve the following financial documents:
- YTD Summary for Aug 2026
- Bank Reconciliation Aug 2026
- Receipts and Payments for June, July and Aug 2026

b. Cllr Capozzi proposes to approve the insurance for the amount of £2800
c. Cllr Capozzi proposes to accept the Terms of Agreement of Audit Solutions for them to undertake the 2026/27 internal audit
d. Cllr Capozzi proposes to approve the NALC pay increase at 3.3% SCP 41 backdated pay for the Clerk.
e. Cllr Capozzi proposes to approve the budget for Allotment Training courses for Councillors and the Clerk for the total amount of £862 excluding VAT

49/26 Stage 3 Complaint hearing

A formal written complaint that has reached Stage 3 of the Complaints Process is to be heard by the Council. The Complainant will have 3 minutes to speak before the Council confers.

50/26 **Exclusion of Press and Public:** To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainer of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

51/26 FUTURE AGENDA ITEMS

a. Maintenance of hedges/trees on boundary of lower allotment and 21 Brakynbery
b. Cllr Capozzi proposes to call an EOM late September 2026 to decide on allotment related issues.

52/26 DATE OF NEXT MEETING

The next meeting will be held on 12th October 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

15th June 2026 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Members Present:

Cllr Capozzi (Chair)
Cllr Somervail (Deputy Chair)
Cllr S Hughes
Cllr P Dix
Cllr C Syers
Cllr N Pocock

Also, present Mrs U Kilich (Parish Clerk) and five members of the public.

23/26 APOLOGIES FOR ABSENCE

To receive apologies for absence
There were no apologies for absence to record.
County Councillor C Smith-Wright submitted apologies for absence and provided a report containing the latest updates.

24/26 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda
There were no declaration of interest to record.

25/26 MINUTES

a. To approve the minutes of the meeting of the.
   - Full Council Meeting on 12th May 2026

   Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the minutes of 12 May 2026 as a true and accurate representation of the meeting. Unanimously agreed.

b. Matters arising from previous meetings that are not included as agenda items below
   There were no matters arising from previous meetings.

26/26 PUBLIC PARTICIPATION (15 minutes)

Cllr Capozzi addressed the two emails received ahead of the meeting. The emails addressed the following:

a. Damage to grass areas during football season was noted
b. Seeds have been applied; recovery expected but dependent on the weather conditions
c. Options discussed include relocating goal posts or improving protection of playing surfaces.

d. It was noted that the plaque for the late Cllr Godfrey will be installed on the benches within the seating area; however, neither the Clerk nor the Chair recall the upper allotments being named after the late Cllr Godfrey.
e. It was mentioned that two camper vans are parked on Madelyn's, it was reported that people are living in them. Action: the Clerk will email Environmental at Dacorum Borough Council.
f. It was reported that no one is managing the river in the Roman Way. In the past NPC have agreed with SRT to manage the area, however, with the budget constraints this is no longer a viable option. The Clerk will raise this with the River Trust highlighting this could be Health and Safety issue.
g. To email Cllr Smith-Wright on the overgrown hedge on New Road and also inform Network Rail.

27/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

In the absence of Cllr Smith-Wright, Cllr Capozzi read out the report received from Cllr Smith Wright with the latest updates.

- Ongoing push for 20mph schemes locally, though not currently prioritised in the first round of implementation.
- Consultation on highways management strategy now open to the public. Please click here
- Concerns raised regarding dangerous parking on Darrs Lane and Seymour Road
- Councillors noted ongoing concerns regarding parking behaviour and visibility issues on local roads. It was suggested that members of the public report any defects directly via the Hertfordshire Fault Reporting page.
- Response received from Herts County Council regarding the heavy lorries using Darrs Lane

  Darrs Lane does not currently have a Traffic Regulation Order (TRO) preventing HGVs from taking this route, the notices are advisory only. Implementation of such a notice must follow a statutory process to facilitate the accompanying traffic regulation order (TRO) to make the notice enforceable. This generally requires the support of residents and road users that would be affected by any new restrictions.

28/26 CHAIR's REPORT/CORRESPONDANCE RECEIVED

a. Bulbourne Report for June received which was included with the agenda.
b. Two trees outside Tesco's which need attention have been reported to Herts County Council
c. Passing of Susan Johnson
d. Local Government Reorganisation (LGR) Presentation (for Council only)

29/26 CLERKS REPORT (verbal)

a. To produce action list and comments
   The Clerk reported that most of the outstanding work relates to the allotment, which is addressed below under "Allotments."
b. To update on latest news from DBC – information for Councillors only.

30/26 ROAD SAFETY

Nothing to report.

31/26 OPEN SPACE

a. Cllr Capozzi to update on installation of electricity meter
   Scottish Power are scheduled to install a meter on 24 June 2026 inside the portacabin at the recreation ground. Following installation, NPC will review and determine the most appropriate tariff and energy provider.

b. To discuss and decide on skate ramp space
A proposal from an external contractor for skate park was considered, however, the estimated costs were significantly higher than expected. It was unanimously agreed not to proceed with the proposal. Alternative options, including improvements to existing facilities and repositioning of equipment to be explored as well as astro turfing the area.

32/26 ALLOTMENT

a. Cllr Capozzi to update on any matters after first inspection on 21st May 2026
It was reported that several tenants had been written to regarding the maintenance and cultivation issues. Some plots have since been vacated or improved following correspondence. Waiting list remains active with ongoing plot allocations.

b. A request to update an allotment shed on the upper site with a plastic one.
The request is reasonable as long as the tenant keeps the height restriction as per the Allotment Rules.

c. A Freedom of Information request
The Freedom of Information request regarding allotment was acknowledged and addressed.

d. Installation of large logs to prevent parking outside the upper allotment entrance
Large logs have been installed to prevent inappropriate parking at upper allotment entrance. The measures have been positively received.

33/26 FINANCE AND GENERAL PURPOSES

a. Cllr Capozzi proposes to approve the YTD Summary April 2026
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to correct YTD Summary to read "May" and not "April" for items 33/26 and b. Unanimously agreed.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve the YTD Summary for May 2026. Unanimously agreed.

b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments April 2026
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve the bank reconciliation, receipts and payments for May 2026. Unanimously agreed.

c. Cllr Capozzi proposes that the Council upgrades the commercial waste bin for a quarter charge at £108.73 and one-off admin fee at £50.00.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the upgrade for Commercial Wast bin for £158.73 in total. Unanimously agreed.

d. Cllr Capozzi proposes to approve the quote for filling the pothole at the entrance to the upper allotment site for £1110.00
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the £1110.00 to fill the pothole at the entrance of the top site allotment. Unanimously agreed.

e. Cllr Capozzi to approve quote for the speed ramp on the allotment site for £1074.00
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the £1074.00 for installing speed ramp on the top allotment site. Unanimously agreed.

f. Cllr Capozzi proposes to approve £180 for defib pads.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to approve £180 for defib pads. Unanimously agreed.

g. Cllr Capozzi proposes to approve £25.00 for the manufacture and installation of the NPC signage on the upcycled public noticeboard.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve £25.00 for the manufacture and installation of NPC signage on the public noticeboard. Unanimously

agreed.

34/26 Exclusion of Press and Public: To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainer of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

35/26 FUTURE AGENDA ITEMS

1. Earmarked Reserves update
2. Quote for Astro Turf
3. Electricity Provider for appropriate tariff

36/26 DATE OF NEXT MEETING

The next meeting will be held on 7^{th} September 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD.

The meeting concluded at 19.48.

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EXTRAORDINARY MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

6TH July 2026 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Members Present:
Cllr Capozzi (Chair)
Cllr Somervail (Deputy Chair)
Cllr P Dix
Cllr C Syers
Cllr N Pocock

Also, present Mrs U Kilich (Parish Clerk).

EX/01/26 APOLOGIES FOR ABSENCE

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the apologies for absence from Cllr Hughes, Cllr Pringle and Cllr Pringle. Unanimously agreed.

EX/02/26 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda.
There were no declaration of interest to record.

EX/03/26 Public Participation

EX/04/26 Finance and General Purposes

a. Cllr Capozzi proposes that in the AGAR submission Section 2, Box 11 be amended from “No” to “Yes”, as the box had been incorrectly completed. This requirement arises from the implementation of Assertion 10. The Clerk and Chair will initial the amendment prior to submission.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the amended AGAR 2025/26 Section 2 Box 11. Unanimously agreed.

b. Cllr Capozzi proposes to approve a budget of £1000 to undertake the clearing of overgrown plots and engage a pest control service to get rid of rats on the plots.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve the £1000 to undertake the clearing of overgrown plots and engage with a pest control service to remove any rats on the plots. Unanimously agreed.
Action: The Clerk will write to the allotment holder to make some remedial work will which will be invoiced for the work.

c. Cllr Capozzi proposes to approve a budget of £750 to engage a contractor to clear the overgrowth along the deer fence on the upper allotment site. Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve a budget of £750 to engage a contractor to clear the overgrowth along the deer fence on the upper allotment site. Unanimously agreed,

d. Cllr Capozzi proposes to approve a budget of £1000 to cover 50% of the costs to engage a Planning Consultant to represent NPC and CPRE Herts at the Dementia Care Home Planning Appeal Hearing on 28th July 2026. Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to cover 50% of the costs to engage a Planning Consultant to represent NPC and CPRE Herts at the Dementia Care Home Planning Appeal on 28th July 2026. Unanimously agreed.

EX/05/26 **Exclusion of Press and Public: To Resolve** that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest because of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

EX/07/26 **DATE OF NEXT MEETING**

The next meeting will be held on Monday 7th September 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 19.20

NORTHCHURCH PARISH COUNCIL

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NORTHCHURCH PARISH COUNCIL – ALLOTMENT MINUTES

Monday 6th July 2026 at 7.30 pm at Social Centre Bell Lane Northchurch HP4 3 RD

Councillors	Cllr Michela Capozzi Cllr Mark Somervail Cllr Chris Syers Cllr Parul Dix
Parish Clerk	Mrs Usha Kilich

AC/01/26 **Apologies for absence**

Resolved, proposed by Cllr Capozzi, seconded by Dix to approve the apologies for absence from Cllr Hughes and Cllr Pocock. Unanimously agreed. Apologeis for absence also received from Matt Felix SRT Representative, Lo Gallagher Uppeer Sitee Representative, Eileen Shovelton Lower Site Representative and Paul Coleman Upper Site Representative.

AC/02/26 **Declaration of Interest**

There were no declarations of interest to record.

AC/03/26 **To approve the Minutes from Allotment Committee from 14th July 2025**

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Allotment Committee Minutes from 14th July 2026 as a true and accurate representation of the meeting. Unanimously agreed.

AC/04/26 **Report from Upper Site Representative**

No report received

AC/05/26 **Report from Lower Site Representative**

Eileen Shovelton wrote to the Clerk stating that the minutes of the meeting that took place on the July 2025 did not upload for some reason. This was not an issue experienced by other members. May and June months were good.

AC/06/26 **Clerk to report on the waiting list**

There are two members on the waiting list.

AC/07/26 **Chair's Report**

a. Phase 2 of the fencing to take place on the upper site (from plot 79 onwards) This will commence when the growing season comes to an end.

b. Update on two inspections carried out 21 May 2026 and 29th June 2026 Cllr Capozzi informed members that any plots that were no cultivated and kept in good condition have been informed. The next inspection will take place in September 2026.

c. Plot numbering to take place
   Cllr Capozzi will organise this in September 2026.

d. Rent review
   Cllr Capozzi informed members that the water consumption for both sites will be reviewed in September. Once this has been assessed, the rent review will be undertaken and presented for approval at the September 2026 meeting.

e. Any comments on the NAA EGM held on Saturday 4th July 2026
   The Committee noted the apparent dissolution of the Allotment Association due to insufficient committee members. The Parish Council will continue to communicate directly with tenants, while volunteer site representatives will continue to assist informally. The waiting list currently contains two applicants and several plots may become available in the coming months. Recent inspections identified several plots requiring improvement, particularly on the upper site, with further inspections scheduled for September.

AC/08/26 **Upper Site Sunnyside Rural Trust Report**

Nothing to report**.**

AC/09/26 **Future projects at the allotments**

a. Speed bumps have been installed.
b. The pothole will be completed in due course.

The meeting concluded at 20.00

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Minutes of the Extraordinary Meeting of Northchurch Parish Council
Monday 17th August 2026 at 7.15pm
at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Those present: Cllr Somervail, Cllr Pocock, Cllr Hughes, and Cllr Syers.
Also present: Three members of the public and the Parish Clerk Mrs U Kilich

EOM/08/26 **To receive apologies for absence, if any.**
Resolved, proposed by Cllr Somervail seconded by Cllr Hughes to approve the apologies for absence from Cllr Capozzi and Cllr Dix. Unanimously agreed.

EOM/09/26 **To receive declarations of interest in items on the agenda**
Nothing to record.

EX/10/26 **Public Participation**

EX/11/26 **Finance and General Purposes**

a. Cllr Somervail proposes to have the Allotment Interest Application Form approved.
Resolved, proposed by Cllr Somervail, seconded by Cllr Hughes to approve Allotment Interest Application Form with one amendment to state that the geographical eligibility area will be Northchurch Parish plus one mile beyond the parish boundary. Unanimously agreed.

b. Cllr Somervail proposes to approve the amended Allotment Policy 2026.
It was confirmed that allocations should only be made once a plot is vacant and available, and that written applications/expressions of interest should be used to
avoid uncertainty or any suggestion of a verbal commitment.
The Council agreed three further amendments before adoption:

- Personal data relating to allotments will be processed in accordance with the Council's current GDPR/data-protection policy.
- A tenant who moves outside the permitted area will become ineligible to retain an allotment, subject to the policy's stated eligibility provisions.
- The geographical eligibility area will be Northchurch Parish plus one mile beyond the parish boundary, replacing the previously proposed three-mile limit.

Members indicated that the new residence rule would apply going forward rather than being used to remove existing tenants retrospectively solely because of their current address. Existing cultivation and tenancy requirements would continue to be enforced in the normal way.

Resolved: The Allotment Policy 2026 (Version 1) was approved subject to the three amendments above.

c. **Cllr Somervail proposes to approve £56.55 to Scottish Power for the installation of electric meter.**
   Resolved proposed by Cllr Somervail, seconded by Cllr Hughes to settle the outstanding amount of £56.55. Unanimously agreed. The Clerk clarified that the invoice is for three months standing charges.

EX/12/26 **Exclusion of Press and Public: To Resolve** that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest because of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings**.**

EX/13/26 **DATE OF NEXT MEETING**
The next meeting will be held on Monday 7th September 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 19.40

<u>UPPER BULBOURNE REPORT AUGUST 2026</u>

Dear All,

It has been a very long and hot summer, with weeks of little or no rain, however, things have fortunately changed in the last week of August and we have had some healthy downpours which have definitely helped our parched gardens and lawns. Interestingly, though, this has had very little effect on the water table which is continuing to drop at a steady level. The ground is so thirsty for water we will need a lot more downpours in the coming months before we see the water table rise significantly.

Helen and Christian

WATER TABLE ON 31 AUGUST, 2026 *Bob Farrer*

<u>Dudswell Bridge</u> – the northernmost datum point

The water table is 2.91 m below datum, a drop of 55 cm since July. The stream is dry.

<u>Northchurch Recreation Ground</u>

The water table is 2.28 m below datum, a drop of 27 cm since last month. The stream is dry and the bed is baked hard. A group of six boys were cycling up and down it while I took my measurements. The willow trees looked a little refreshed by the recent rain.

<u>St Mary's Primary School</u>

The water table is now 1.71 m below datum. This represents a rise of 33 cm since late July. The stream bed remains dry.

<u>Billet Lane, Berkhamsted</u> – the southernmost datum point

This site is now under development for the new Lidl supermarket, so I was delighted to see that the contractors have moved their boundary fencing back from the stream thus allowing easy access to the datum point. Although it was a bank holiday several men were working there with heavy equipment. I thanked them for their efforts.

Here, the water table is 1.83 m below datum, a drop of 5 cm in a month. The stream is dry.

RAINFALL RECORD FOR AUGUST 2026 *Bob Farrer*

A total of 41 mm of rain fell on Dudswell in August. There were nine rain days, the bulk of these in the last week. So, much needed rain has returned and our parched lawns are already showing the benefit. Although the Grand Union Canal remains busy, the CRT is doing less abstraction at lock 49, Northchurch Top Lock, which helps maintain more natural groundwater levels.

AUGUST NATURE NOTES *Christian Sévigny*

This is the first summer in UK history when temperatures reached 35°C or above in four separate calendar months (May, June, July and August). The yellow scorched lawns, prematurely yellow leaves and baked soil are not a landscape we are used to seeing in England. So many smaller trees in our garden look to have succumbed to the fierce heat of the sun and lack of water, and I suspect we will have to replace many of them over the winter and spring. The recent rains show some recovery to the grass at least, but we are going to need a lot more rain to really see any difference.

While Helen and I were having a cup of tea one afternoon in early August, we were surprised to see a mother squirrel run right past us. She was carrying a tiny baby in her mouth, moving from a big copse of trees in the field next to us towards the yew and silver birch area in our garden. We sat still, and she crossed the garden two more times. I luckily snapped a photo on her final trip! Squirrels apparently relocate their litters up to four times to stay one step ahead of predators. I am also wondering if her decision was taken because of the 200 or so jackdaws who were using that copse of trees as a roosting place since late July. Maybe her neighbours were just too noisy!

I recalled seeing the mother squirrel gathering barley straw that I had left down as mulch under the hedge, meaning she was preparing this secondary nest in advance. Just 30 minutes after moving her babies, she was already back in action, raiding the front hazel hedge. Her mouth was absolutely stuffed with hazelnuts, which she busily buried in different spots around the garden.

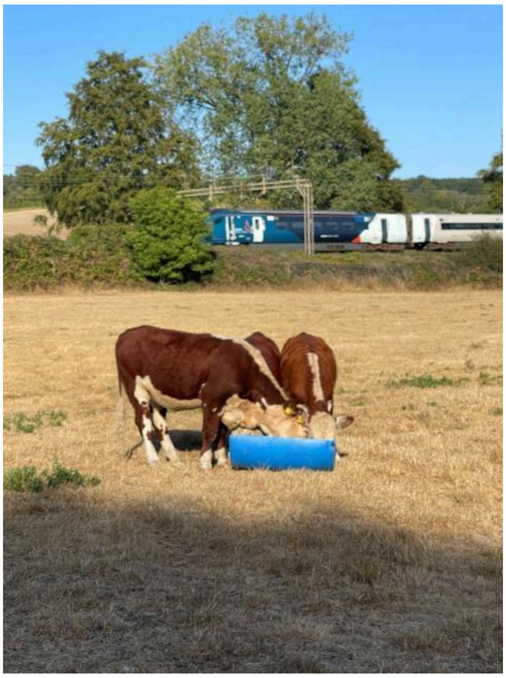
I have been watching coal tits, blue tits and a chiffchaff hunting for insects and spiders in the trees and undergrowth. It was fascinating to watch two distinct hunting techniques. The blue tits hung upside down to inspect the undersides of leaves, while the chiffchaff, photographed here, hovered around the branches to catch insects mid-flight, often diving very quickly to catch its prey.

The swallows are currently preparing for their long migration to Africa. The fields around Dudswell provide thermal air currents that lift the insects high into the sky. Swallows fly at high speeds to catch their prey on the wing. It was amazing to see parents feeding their fledgling beak-to-beak at high speed whilst in full flight. I saw this spectacular aerial feeding multiple times. On two occasions, however, I also noticed sparrowhawks attempting to sneak up on young birds. Fortunately, parent swallows spotted the predators and immediately began mobbing them. Because adult swallows are such agile flyers, they can swoop right behind a sparrowhawk's head to break its focus. Thankfully, the tactic worked, and the disappointed birds of prey flew off into the distance empty-handed.

AUGUST REPORT FROM RUSHEY MEADOW

Ned Hunt

Well, as you can see from the photograph our pond at Rushey Meadow completely dried up mid-way through August. It's a surprise it didn't dry up much sooner in the drought. Somehow both the sheep and the cows find nutrition amongst the brown parched crispy grassland. Even outcrops of comfrey, nettles and blackberry leaves are being consumed. The sheep love ivy too, so anything within reach has been stripped away. Two of this year's smaller lambs often get tangled and stuck in the brambles, so I regularly keep an eye out for a white shape at dusk along the bramble-clad railway fencing! Neither lamb seems to learn from the experience after I've cut away the offending barbed stems!



As you can see, I feed the Hereford cows each evening with a milled barley mix. If I feed them too early the crows come down to tuck in, and 'Midnight' our Black Welsh Mountain sheep, who is very observant and quick witted, runs down and, undeterred, forces her head into their trough to feed. The lack of water for birds to drink has meant the water trough has been a magnet especially for flocks of jackdaws, leaving droppings all over the trough and surrounding fence posts. Normally these would be simply washed away but, because of the drought, cow pats, sheep droppings and birds' mess lie everywhere. Fortunately, the long-awaited rains will wash everything away and green grass will one day return.

The middle lighter-leaved branchy tree behind the train in this photo is a Black Poplar. This is a locally native tree very common around the Pitstone/Wilstone area. This one is a survivor of hundreds of mostly ordinary poplars, some beech and three or four Black Poplars, planted in a long row beside the railway line, I understand, back in 1924. Unlike the ordinary poplars, Black Poplars can have a long life span so almost all the other trees have long since decayed, fallen or been felled. This tree is the only Black Poplar remaining from the original row, the rest being mainly beech trees. Most days with only the slightest breeze the leaves shimmer quite audibly. During the day it is often a roost for rather vocal young red kites.

Northchurch Parish Council
PO Box 2603,
Langley Hill,
Kings Langley,

July 2026

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council, you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

As a privately owned company we conform our total independence from the Council's decision-making processes and maintenance of accounting and other records. Our annual programme of work is as set our in our standardised detailed programme of work, suitably tailored to meet the requirements of the Council and to take account of the various financial systems in operation and is based on the requirements of the detail set out in the Governance and Accountability Manual – "The Practitioner's Guide".

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and our detailed annual report to the Council, also whether they comply with all relevant legislation. In arriving at our view, we are required to consider the requirements set out in the Governance and Accountability Manual – "The Practitioner's Guide", and to report on any in respect of which we are not satisfied.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (as amended periodically) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations.

We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	**Signature**	**Northchurch Parish Council**	**Signature**
Stuart J Pollard **Director**	*Stuart Pollard*	Dated: ………………………	

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Dacorum Environmental Forum
Full Meeting Thursday 14/5/26

Attendance (Z = by Zoom)

Name	Organisation
Gruff Edwards	Chair DEF, now relinquished office
Steve Wilson	Vice Chair DEF, now Chair
Diane Wilson	Friends of Gadebridge Park
Chris Ridley	DEF and Friends of Halsey Field
Mike Ridley	DEF and Friends of Halsey Field
Cllr Kari Poole	Tring Town Council
Steven Werrell (Z)	DBC (SANG) Delivery Manager
Rodney Tucker	Friends of Gadebridge Park
Lucy Shuker	Groundwork South ColneCAN manager

Meeting started at 7:30pm

1. Apologies

Cllr Robin Bromham	DBC Portfolio Holder for Neighbourhood Operations
Mary Arnott-Gee	DEF
Victoria Collins	MP Harpenden and Berkhamsted
Brian Worrell	Hemel resident

2. Minutes of DEF Feb 12th meeting and matters arising

GE recalled that at the meeting Nick Hollinghurst had summarised the declared purposes of DEF as well as DBC's achievements over a broad range of environmental issues and how the two entities might interact effectively. He had referred to DBC's "Plan for Dacorum 2024 - 2028" which in addition to listing achievements to date contained pledges for the period, 2024 – 2028 and had concluded from various Council reports that most of the pledges had been addressed. His talk had been followed by an informative discussion focusing on Transport issues.

GE quoted thus from a message he had received from Hemel resident Brian Worrell "under DBC's Plan for Dacorum 2024-2028, Sustainable Future, they mention 'Improve local cycling and walking routes' but don't includes bridleways (or anything equestrian) which is something I requested in my response the consultation as DBC has a large population of horses and horse owners."

3. Election of Chair and Vice Chair

GE said that he was not standing for either position. **SW** said that he was prepared to take on the position of Chair for a limited time period. There had been no offers to date for Vice Chair. **SW** was accordingly proposed as Chair by **GE** and seconded by **CR.** There were no nominations for Vice Chair.

SW said that he was seeking a Vice Chair if only to take over meetings if he was unavoidably absent. He gave credit to **GE** who had been Chair for thirteen years at the same time as producing meticulous minutes and collating DEF responses to public consultations. He had received assurances from **GE** of continuing support re minutes, the website and E-mail admin.

4. The river Gade and Gadebridge Park

SW gave the first of the two presentations, focusing on the history of the river Gade leading up to the latest developments in Gadebridge Park. This was accompanied by a series of photographs, in the main taken by himself, that illustrated various points. He said he had been drawn to the Gade since the age of 13 (*let's say over half a century)*. It was a relatively short, spring-fed river, with its (underground) source near Dagnall about five miles north of Hemel Hempstead, but in a valley that was very wide for such a small river compared for instance with that of the Ver. A massive dry valley down from Nettleden joined the Gade valley at Water End. The width of the Gade valley was not due to erosion and had been determined by the end of the last ice age, though there was no evidence for ice floes having penetrated the valley as there was along the route via Hitchin as far as Bricket Wood. The geology of the Gade Valley was "pereglacial" like that in Northern Canada, and characterised by gravel and silt, as exposed on a massive scale for instance when the M1 was constructed. Archaeological excavations on the valley floor in Gadebridge Park had revealed big differences in permeability between neighbouring sites. Permafrost and summer melt would have produced huge flows capable of carrying the gravels which underlie the valley floor.

The water flow of the Gade in modern times was much less than when it emerged from the Ice Age. Much more recently, photographs from around 1906 showed that the flow at that time was much higher than today. **SW** had carried out a study of a rainfall event in 2022 which showed that the discharge on a chalk stream in a rural area in Hampshire had changed very little with the passage of the weather front, exactly as expected. In contrast the discharge from the same front on the Gade, in an urban area, had increased rapidly because of the huge input from road run off. This demonstrated that the Gade no longer behaved like a classic chalk stream.

Amongst the river's historic uses were water mills, for instance Bury Mill which dated from at least 1200. During the 18th century The Bury in Queensway used areas of present day Gadebridge Park for ornamental lakes and gardens. Much of the rest contained water cress beds until the 1950s. A large increase in water abstraction for domestic use resulting from population expansion was the primary cause of the Gade's reduced flow. **SW** displayed a copy of the Hemel Hempstead Gazette from 2006 with front page pictures of the dried out bed accompanied by the large print headline "Will it Ever Flow Again?" It was to be acknowledged that a few years ago Affinity had reduced their levels of extraction sufficiently for the river not to dry up again. A further measure that **SW** continued to raise at meetings of various water experts and stakeholders such as ColneCAN would be to move extraction stations to downstream of stretches such as Gadebridge Park where maintaining surface flow was a priority.

Conversely, the seasonal flooding over the last few years by the Gade over large areas of Gadebridge Park had been given as one of the reasons for moving the river from its "perched" position to the valley bottom under the Gadebridge Park River Restoration Project. However there was no evidence of the "old channel" to which the river has been moved, and the primary remedy for flooding had been demonstrated to be weeding and desilting. A further cause for flooding had been barriers holding back the flow at the head of the weir by the gauging station at the south of the park. At that point much of the flow entered a culvert that emerged near Kings Langley. The purpose of that had been flood avoidance in Hemel town centre, but in reality it had reduced the surface flow, to the detriment of the river quality as it passed through the Water Gardens, Riverside, Heath Park and beyond. This could be corrected by adjustment of sluice boards. The Restoration Project had had at least one tangible benefit which was to increase the river flow and in consequence its health in the stretch to the south of the White Bridge.

Road runoff from the town, notably down Galley Hill had put the Gade in danger of becoming an "urban gutter" with high levels of sand, salt, brake linings and other sediments containing toxic chemicals. Under the previous Affinity/Environment Agency project (circa 2018) for the river to the north of Gadebridge Lane a silt pond had been created to trap runoff, but this had proved to be overgrown and ineffective. A nearby patch of submerged woodland had been filled in to create a barren gravel surface, thereby missing an opportunity to create a managed wetland habitat. Sandbags placed along the eastern bank by the White Bridge car park to prevent spillage into the upper park were proving ineffective and should be replaced by gabions (cages of stones). **SW** questioned why The Thames Water balancing pond just below the Marchmont pub, designed to hold back flood water, had been out of action for years.

CR gave the second of the two presentations, focusing on monitoring the river Gade and the effect of rerouting and improvements to the river.

She said that together with **RT** she had been monitoring the river every month since 2017. She showed the necessary implements for this, comprising a square net, a bucket, a white tray and a sorting tray. Testing entailed carrying out a prescribed three-minute "kick sample" (standing in the river and kicking to disturb the bed), then a one-minute "side sample" (taken from the river bank below the surface). The riverfly larvae thus obtained were then sorted and the number of each species recorded. Species included Cased Caddis, Caseless caddis, Mayfly and Gammarus (freshwater shrimps), these species being sensitive to pollution and thus indicative of river quality.

Monitoring was carried out at two sites, one above the outflow by the Link Road and one by the skateboard park near the White Bridge.

CR displayed a series of year by year bar charts showing how the numbers of key species individually and in total had varied month by month. On each a red horizontal "trigger point" line showed whether the total numbers had achieved a recognised minimum value for river health. Sometimes as in 2017 the trigger point was breached.

In 2018 work was carried out by Affinity Water between Gadebridge Lane and the Link Road. Riffs and small meanders were created in the river channel to make new habitats and encourage the river to flow faster. Also a settlement pond was built for the purpose of catching water and reducing the pollution flowing into the river from the road. This had had a positive effect on the results of the monitoring, as illustrated by the 2019 bar chart, and the scores had not dropped below the trigger point since the alterations were completed in autumn 2018.

In 2025 the river below the White Bridge had been re-routed. Now the river no longer flowed in a perched channel, meanders had been created to form different habitats, a spring had been rerouted so that it joined the river in the park and new vegetation had been planted on the river sides including Ragged Robin, Marsh Marigold and Purple Loosestrife in order to create different habitats for insects. Water crowfoot had appeared and was thriving in the river channel.

Since the re-routing scores by the skate board park had been consistent, as illustrated by the 2024 and 2026 bar charts, the river was flowing much faster than before and monitoring by the Environment Agency had found several adult Trout and evidence of "Redds" which trout create for breeding.

SW as new Chair thanked **CR** and **RT** for their diligence and perseverance with the monitoring over the years and for the very informative presentation.

KP said that she had been inspired by **CR**'s talk and would take ideas from it for various projects she was involved with in Tring.

MR said that the Environment Agency had reported the presence of water voles near Gadebridge Lane, evidence that they had spread following their reintroduction in the Bulbourne.

*The visuals from **CR**'s presentation are on the DEF website alongside these minutes. For technical reasons it has not yet been possible to upload those from **SW**'s presentation.*

5. Any other Business

GE said that he had heard (27th April) from CPRE Herts. of their recently published joint report with the London Green Belt Council about the impact of Grey Belt policies on the countryside. The report said that 83% of planning appeals on sites in the London Metropolitan Green Belt between February and December 2025 were permitted specifically on Grey Belt grounds, and that this figure had increased during the past year. The report stated that in Dacorum eight out of the ten major Green Belt applications in 2025 were subject to claims of being Grey Belt despite the fact that "(these) sites are not poor quality nor previously developed land and they are certainly not disused car parks, derelict petrol stations or abandoned garages. They are overwhelmingly highly valued landscapes, mostly agricultural land with public footpaths well used by residents and visitors alike."

See https://www.cpreherts.org.uk/news/devastating-grey-belt-impact-revealed-in-our-new-report/

See also the minutes of the DEF meeting on Sept 11th 2025 which was addressed by David Taylor, MP for Hemel Hempstead. A subsequent E-mail (Oct. 2nd) from David Taylor's Communications Officer had included "Overall, the Labour government's position supports the reinstatement of purpose (c) *'to assist in safeguarding the countryside from encroachment'* as a key Green Belt protection principle, but the formal reinstatement in the NPPF is pending further consultations and policy decisions currently underway". However, a subsequent change to the NPPF appeared to have gone contrary to this position.

MR said that Garrick Stevens, a long term supporter of and supplier of information to DEF had recently been appointed as Mayor of Dacorum, and those present agreed to congratulate him via these minutes.

Forthcoming Diary dates 2026:

Main DEF quarterly meetings: (Thursdays 7:30pm)
Sept. 10th, Nov. 19th

DEF Steering Group meetings: (Tuesdays 7:30pm)
Oct. 6th, (note that there will not now be a Steering Group meeting on June 23rd)

www.dacenvforum.org.uk
Meeting Thursday September 10th 2026 7.30pm start
(Box Moor Trust Centre and possibly Zoom)

Agenda

7:30	1. Apologies for absence	
7:35	2. Minutes of DEF May 14th 2026 meeting and matters arising	
7:45	3. Chairman statement on change of DEF meeting day from January 2027 and local government re-organisation	Chairman
7:50	4. Nature recovery in Dacorum. Presentation and opportunity for questions and discussion	Steven Werrell DBC
(target: before 9pm)	5. Any Other Business	All

the play inspection company

Annual Inspection

Northchurch Parish Council

Northchurch Recreation Ground

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Inspection Scope for RPII Annual Inspectors

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Indoor and Outdoor Annual Inspectors (where relevant) on the RPII Register of Inspectors when undertaking inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

For the avoidance of doubt, references to compliance relate only to those aspects that can be assessed visually or manually, within the limitations of a non-dismantling, non-destructive inspection, and without the use of specialist equipment.

The following standards define the technical framework within which inspections are carried out; not all requirements within these standards can be verified during an inspection. The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

> BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.
>
> BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report; any comments will be made using the principles of BS EN 1176 as guidance only, rather than as a formal assessment of compliance.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

> **BS EN 15312** Free access multi-sports equipment
> **BS EN 14974** Skateparks
> **BS EN 16630** Permanently installed outdoor fitness equipment
> **BS EN 16899** Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism. Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a basic manual stability check appropriate to a visual inspection and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. For the purposes of this inspection, “reasonably accessible” means accessible without the use of specialist access equipment, tools, or unsafe working practices. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector’s knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

> Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a ‘design risk assessment’ provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a ‘suitable and sufficient assessment’ of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Responsibility of the Owner/Operator The owner/operator has overall responsibility for the safety, management, and ongoing maintenance of the play equipment and surrounding area. This includes ensuring that equipment is appropriately installed, inspected, maintained, repaired, and managed in accordance with the relevant standards, manufacturer guidance, and applicable legislation

Inspections undertaken by RPII Annual Inspectors contribute to the owner/operator’s discharge of these responsibilities but do not replace the requirement for the owner/operator to carry out suitable and sufficient risk assessments, routine monitoring, and maintenance, or to act on identified defects and recommendations. Responsibility for initiating or undertaking any actions arising from this report rests solely with the Client.

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards **Inclusion or exclusion within this table does not imply an exhaustive assessment; all inspections and checks are subject to the limitations described within this methodology. Refer to relevant standards for full text**	**Annual Main**	**RPII Annual/ Post Installation Inspection**
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall inspection responsibilities as detailed in the relevant standards. RPII Annual Inspectors may, where readily available, refer to manufacturer installation instructions for general context, but do not check against these in full on any item as inspections are focused on compliance with relevant standards and maintenance defects; the responsibility for ensuring that installation instructions are adhered to lies with the owner and the installer.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
Powered by The Play Inspection App				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				

Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Northchurch Recreation Ground

Inspection Ref: 3153902 Site Ref: 87310

Inspected: 22-July-2026 - 13:09 by James Law (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk

Location:
The site is located in an area of public open space and is not directly overlooked by any properties in the local community.
Disabled Access:
Some accessible features - The area includes limited accessible elements; however, aspects of the layout, surfacing, or equipment may present barriers to use for some people with disabilities without reasonable adjustments or assistance.

8 - Low Risk

Item:	Site General
Manufacturer:	Owner/Operator
Surface Type:	N/A
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	3

Finding 1
There is weed / vegetation growth within the surface - Remove weed / vegetation growth

Finding 2
There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 3
The bonded rubber safety surface is crumbing in areas - Monitor for any further deterioration and repair as required

8 - Low Risk

Item:	Gate - Self Closing
Manufacturer:	Not Identified
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	4

Finding 1
The paint is flaking off the metalwork - Rub down and re-paint

Finding 2
The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

Finding 3
The rubber buffer is missing from the latch plate - Replace rubber buffer

Finding 4
The self closing mechanism cover plate is damaged presenting sharp metal edges - Repair or replace the damaged section

8 - Low Risk

Item:	Gate - Self Closing
Manufacturer:	Not Identified
Surface Type:	Concrete
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	2

Finding 1	Finding 2
There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate	The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

4 - Very Low Risk

Item:	Fence - Bow Top
Manufacturer:	Not Identified
Surface Type:	Mixed Surface
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

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4 - Very Low Risk

Item: Sign
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

The sign has faded and has become illegible - Replace sign as required

6 - Low Risk

Item:	Bench
Manufacturer:	Not Identified
Surface Type:	Concrete
Item Quantity:	2
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

The bench slat has warped - Monitor for any further deterioration and replace as required

4 - Very Low Risk

Item:	Litter Bin
Manufacturer:	Glasdon
Surface Type:	Grass
Item Quantity:	2
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Litter Bin
Manufacturer:	Broxap
Surface Type:	Concrete
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	3

Finding 1

The litter bin is full - Empty and review the collection routine

Finding 2

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 3

The lid or door of the litter bin is not secured - Ensure the lid or door is kept locked

12 - Moderate Risk

Item:	Half Pipe
Manufacturer:	Not Identified
Surface Type:	Bitmac
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	7

Finding 1

Joints between the riding / rolling surfaces shall not be greater than 5mm in contravention of the requirements of BS EN 14974 – 6.2.4 - Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Finding 2

The riding surface has minor damage apparent - Monitor for any further deterioration and repair as required

Finding 3

There is or are fixings missing on the item - Replace all missing fixings

Finding 4

There are differences in height exceeding 3mm on the rolling / riding surfaces in contravention of the requirements of BS EN 14974 - 6.2.4 - Take corrective action to ensure that the gaps between the joints do not exceed 3mm

Finding 5

The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform. - Monitor - no reasonably practicable action given the risk assessment

Finding 6

The weld(s) on this item have failed - Repair item

Finding 7

The plywood has delaminated in some places around the edges - Remove all rough or splintered edges.

6 - Low Risk

Item:	1 Bay 2 Seat (Flat)
Manufacturer:	Proludic
Surface Type:	Mixed Surface
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	2

Finding 1

There are gaps opening between the surfacing and the edges are lifting creating trip hazards, - Repair damaged areas of surfacing to remove any trip points

Finding 2

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

8 - Low Risk

Item:	Climbing Frame
Manufacturer:	Proludic
Surface Type:	Mixed Surface
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Proludic
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Bouncing Facility
Manufacturer: Eurotramp
Surface Type: Mixed Surface
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 2

Finding 1

On site visits it is not possible to test the ground clearance of the Bouncing Facility bed as specified in BS EN 1176; ensure that the clearance between the Bouncing Facility Bed and the ground underneath is in accordance with the manufacturers recommendations (recorded nominal depth at time of inspection 460 mm measured unloaded). - Refer to the manufacturers recommendations

Finding 2

The item has been damaged - Monitor for any further deterioration and replace as required

8 - Low Risk

Item:	Basketball Goal	
Manufacturer:	Proludic	
Surface Type:	Bitmac	
Item Quantity:	1	
Equipment Compliance:	Yes	
Surface Area Compliance:	N/A	
Total Findings:	3	

Finding 1

A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312 - the equipment is not intended for children less than 3 years old - the warning - Do not climb on the framework or nets - the warning - Do not hang on the ring (if provided) - the warning - Do not wear rings or other jewellery - name and telephone number of the administrator - number to call in case of accident - Provide signage to BS EN 15312

Finding 2

There are trip hazards at the edges of the surface - Remove trip hazard

Finding 3

There is / are post or end caps missing / damaged on the item - Replace missing / damaged post or end caps

8 - Low Risk

Item:	Football Goal
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	3

Finding 1

The area around the item has eroded and may become slippery - Reinstate eroded area

Finding 2

NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection. - Implement load testing as required

Finding 3

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

8 - Low Risk

Item:	Cable Runway	
Manufacturer:	Proludic	
Surface Type:	Grass Matrix Tiles	
Item Quantity:	1	
Equipment Compliance:	Yes	
Surface Area Compliance:	Yes	
Total Findings:	8	

Finding 1	Finding 2
The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required	The surface has subsided in some areas - Monitor for any further deterioration and repair as required
Finding 3	**Finding 4**
The seat connection cannot be inspected without dismantling the seat - Dismantle the seat to inspect the seat connection for wear	The cableway seat has been damaged - Monitor for any further deterioration and replace as required
Finding 5	**Finding 6**
We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment - Inspect in accordance with the manufacturers recommendations	There are gaps opening between the grass mat tiles - Provide additional ties or secure / reinstate surface
Finding 7	**Finding 8**
There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn	There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

8 - Low Risk

Item: Calisthenics Unit
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Overhead Bars
Manufacturer: Proludic
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

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8 - Low Risk

Item: Football Goal
Manufacturer: Harrod
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 4

Finding 1
The area around the item has eroded and may become slippery - Reinstate eroded area

Finding 2
There is or are fixings missing on the item - Replace all missing fixings

Finding 3
The net has some minor damage - Monitor for any further deterioration and replace as required

Finding 4
NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection. - Implement load testing as required

8 - Low Risk

Item: Spring See-Saw
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 3

Finding 1
The surface has subsided in some areas - Monitor for any further deterioration and repair as required

Finding 2
There is or are fixings missing on the item - Replace all missing fixings

Finding 3
A number of fixing(s) have worked loose - Secure all loose fixings

8 - Low Risk

Item:	Rotating Net
Manufacturer:	Proludic
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

The wetpour is crumbing in areas - Monitor for any further deterioration and repair as required

8 - Low Risk

Item:	Basket Swing - Type 1
Manufacturer:	Proludic
Surface Type:	Wet Pour
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	2

Finding 1

There are caps missing from the underside of the seats - Replace missing caps under the seats

Finding 2

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

4 - Very Low Risk

Item: Play Panel
Manufacturer: Fahr Industries
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Play Panel
Manufacturer: Fahr Industries
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item:	Stand up SeeSaw	
Manufacturer:	Proludic	
Surface Type:	Wet Pour	
Item Quantity:	1	
Equipment Compliance:	Yes	
Surface Area Compliance:	Yes	
Total Findings:	1	

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item:	Multi Play (Junior)	
Manufacturer:	Proludic	
Surface Type:	Wet Pour	
Item Quantity:	1	
Equipment Compliance:	Yes	
Surface Area Compliance:	Yes	
Total Findings:	1	

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Playhouse
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Proludic
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

Findings information

6 - Low Risk (Finding 1)

Item:	Ancillary Items - Site General	**Risk Level:**	L - Low Risk
Manufacturer:	Owner/Operator	**Surface:**	N/A



Finding: There is weed / vegetation growth within the surface

Action: Remove weed / vegetation growth

8 - Low Risk (Finding 2)

Item:	Ancillary Items - Site General	**Risk Level:**	L - Low Risk
Manufacturer:	Owner/Operator	**Surface:**	N/A

Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

6 - Low Risk (Finding 3)

Item:	Ancillary Items - Site General	**Risk Level:**	L - Low Risk
Manufacturer:	Owner/Operator	**Surface:**	N/A

Finding: The bonded rubber safety surface is crumbing in areas

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item:	Gates - Gate - Self Closing	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

8 - Low Risk (Finding 2)

Item:	Gates - Gate - Self Closing	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

6 - Low Risk (Finding 3)

Item:	Gates - Gate - Self Closing	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: The rubber buffer is missing from the latch plate **Action:** Replace rubber buffer

8 - Low Risk (Finding 4)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac

Finding: The self closing mechanism cover plate is damaged presenting sharp metal edges

Action: Repair or replace the damaged section

8 - Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Concrete

Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

8 - Low Risk (Finding 2)

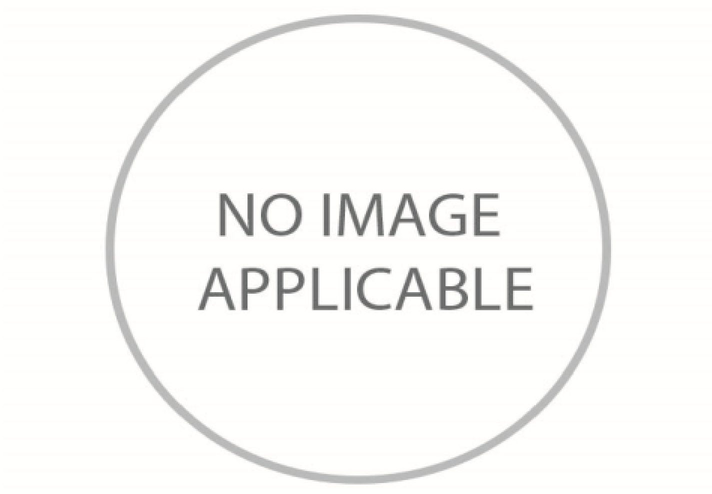
Item: Gates - Gate - Self Closing
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Concrete

Finding: The gate is closing too quickly (less than 4 seconds)

Action: Take corrective action to ensure that the gate closes in 4-8 seconds from 90 degrees

4 - Very Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Not Identified
Risk Level: V - Very Low Risk
Surface: N/A



Finding: The sign has faded and has become illegible

Action: Replace sign as required

6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Concrete

Finding: The bench slat has warped

Action: Monitor for any further deterioration and replace as required

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6 - Low Risk (Finding 1)			
Item:	Ancillary Items - Litter Bin	**Risk Level:**	L - Low Risk
Manufacturer:	Broxap	**Surface:**	Concrete

Finding: The litter bin is full

Action: Empty and review the collection routine

6 - Low Risk (Finding 2)

Item:	Ancillary Items - Litter Bin	**Risk Level:**	L - Low Risk
Manufacturer:	Broxap	**Surface:**	Concrete

Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

6 - Low Risk (Finding 3)

Item:	Ancillary Items - Litter Bin	**Risk Level:**	L - Low Risk
Manufacturer:	Broxap	**Surface:**	Concrete

Finding: The lid or door of the litter bin is not secured

Action: Ensure the lid or door is kept locked

12 - Moderate Risk (Finding 1)			
Item:	Wheeled Sports - Half Pipe	**Risk Level:**	M - Moderate Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: Joints between the riding / rolling surfaces shall not be greater than 5mm in contravention of the requirements of BS EN 14974 – 6.2.4

Action: Take corrective action to ensure that the gaps between the joints do not exceed 5mm

6 - Low Risk (Finding 2)

Item:	Wheeled Sports - Half Pipe	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac


Finding: The riding surface has minor damage apparent

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 3)

Item:	Wheeled Sports - Half Pipe	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac


Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

6 - Low Risk (Finding 4)

Item: Wheeled Sports - Half Pipe
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac

Finding: There are differences in height exceeding 3mm on the rolling / riding surfaces in contravention of the requirements of BS EN 14974 - 6.2.4

Action: Take corrective action to ensure that the gaps between the joints do not exceed 3mm

6 - Low Risk (Finding 5)

Item: Wheeled Sports - Half Pipe
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac

Finding: The height of the barrier is less than 1200mm in contravention of BS EN 14974 - 6.2.6. This height must be achieved all around the platform and at a maximum distance of 300mm from the front of the platform.

Action: Monitor - no reasonably practicable action given the risk assessment

8 - Low Risk (Finding 6)

Item:	Wheeled Sports - Half Pipe	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Bitmac

Finding: The weld(s) on this item have failed

Action: Repair item

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6 - Low Risk (Finding 7)	

Item: Wheeled Sports - Half Pipe
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Bitmac

Finding: The plywood has delaminated in some places around the edges

Action: Remove all rough or splintered edges.

6 - Low Risk (Finding 1)

Item:	Swings - 1 Bay 2 Seat (Flat)	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Mixed Surface

Finding: There are gaps opening between the surfacing and the edges are lifting creating trip hazards,

Action: Repair damaged areas of surfacing to remove any trip points

6 - Low Risk (Finding 2)

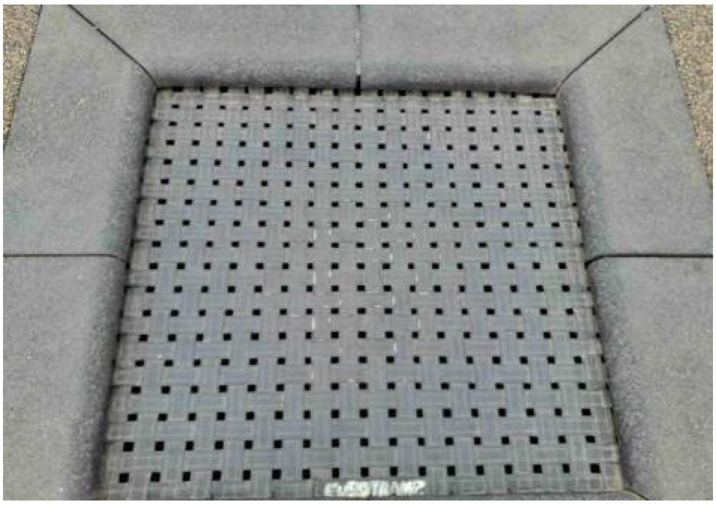
Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Mixed Surface

Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

0 - Risk Assessment not Undertaken (Finding 1)

Item: Other - Bouncing Facility
Manufacturer: Eurotramp
Risk Level: N - Risk Assessment not Undertaken
Surface: Mixed Surface

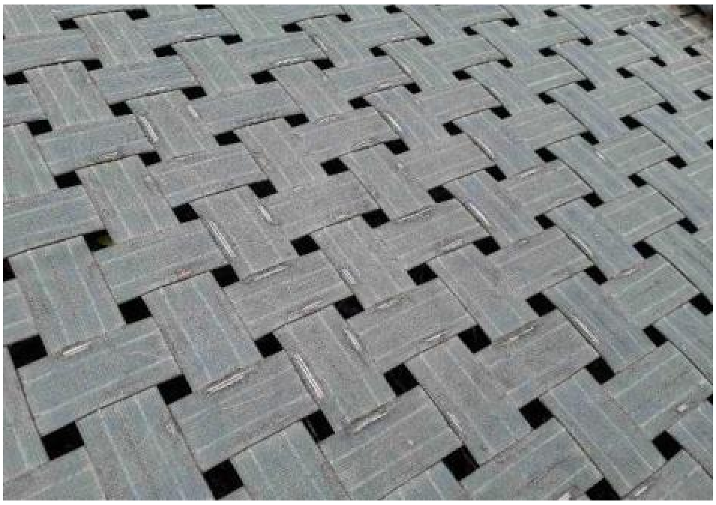


Finding: On site visits it is not possible to test the ground clearance of the Bouncing Facility bed as specified in BS EN 1176; ensure that the clearance between the Bouncing Facility Bed and the ground underneath is in accordance with the manufacturers recommendations (recorded nominal depth at time of inspection 460 mm measured unloaded).

Action: Refer to the manufacturers recommendations

8 - Low Risk (Finding 2)

Item: Other - Bouncing Facility
Manufacturer: Eurotramp
Risk Level: L - Low Risk
Surface: Mixed Surface



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

5 - Very Low Risk (Finding 1)

Item:	Multi Use Games Area - Basketball Goal	**Risk Level:**	V - Very Low Risk
Manufacturer:	Proludic	**Surface:**	Bitmac

Finding: A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312 - the equipment is not intended for children less than 3 years old - the warning - Do not climb on the framework or nets - the warning - Do not hang on the ring (if provided) - the warning - Do not wear rings or other jewellery - name and telephone number of the administrator - number to call in case of accident

Action: Provide signage to BS EN 15312

8 - Low Risk (Finding 2)

Item:	Multi Use Games Area - Basketball Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Bitmac


Finding: There are trip hazards at the edges of the surface **Action:** Remove trip hazard

6 - Low Risk (Finding 3)

Item:	Multi Use Games Area - Basketball Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Bitmac


Finding: There is / are post or end caps missing / damaged on the item **Action:** Replace missing / damaged post or end caps

8 - Low Risk (Finding 1)

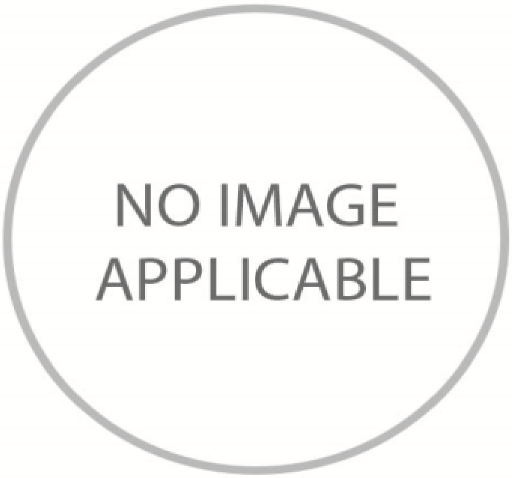
Item:	Multi Use Games Area - Football Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass

Finding: The area around the item has eroded and may become slippery

Action: Reinstate eroded area

0 - Risk Assessment not Undertaken (Finding 2)

Item:	Multi Use Games Area - Football Goal	**Risk Level:**	N - Risk Assessment not Undertaken
Manufacturer:	Not Identified	**Surface:**	Grass



Finding: NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.

Action: Implement load testing as required

6 - Low Risk (Finding 3)

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass

Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

8 - Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles

Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet.

Action: Reinstate as required

6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles

Finding: The surface has subsided in some areas

Action: Monitor for any further deterioration and repair as required

0 - Risk Assessment not Undertaken (Finding 3)

Item: Other - Cable Runway
Manufacturer: Proludic
Risk Level: N - Risk Assessment not Undertaken
Surface: Grass Matrix Tiles

Finding: The seat connection cannot be inspected without dismantling the seat

Action: Dismantle the seat to inspect the seat connection for wear

6 - Low Risk (Finding 4)

Item:	Other - Cable Runway	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Grass Matrix Tiles

Finding: The cableway seat has been damaged

Action: Monitor for any further deterioration and replace as required

0 - Risk Assessment not Undertaken (Finding 5)

Item:	Other - Cable Runway	**Risk Level:**	N - Risk Assessment not Undertaken
Manufacturer:	Proludic	**Surface:**	Grass Matrix Tiles

Finding: We have completed a visual inspection of the suspension links, cable and fixing points from ground level, however it is not possible to fully inspect these areas without either hiring equipment to gain access or removing the cable and suspension and inspecting at ground level. We recommend that the main cable and fixing security is thoroughly inspected at least in accordance with the manufacturers recommendations to check for wear, damage, security or internal rusting; this will help to ensure the continued safe use of the equipment

Action: Inspect in accordance with the manufacturers recommendations

6 - Low Risk (Finding 6)

Item: Other - Cable Runway | **Risk Level:** L - Low Risk
Manufacturer: Proludic | **Surface:** Grass Matrix Tiles


Finding: There are gaps opening between the grass mat tiles

Action: Provide additional ties or secure / reinstate surface

8 - Low Risk (Finding 7)

Item: Other - Cable Runway | **Risk Level:** L - Low Risk
Manufacturer: Proludic | **Surface:** Grass Matrix Tiles


Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 8)

Item: Other - Cable Runway
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Grass Matrix Tiles

Finding: There is some wear to the shackles

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Football Goal
Manufacturer: Harrod
Risk Level: L - Low Risk
Surface: Grass

Finding: The area around the item has eroded and may become slippery

Action: Reinstate eroded area

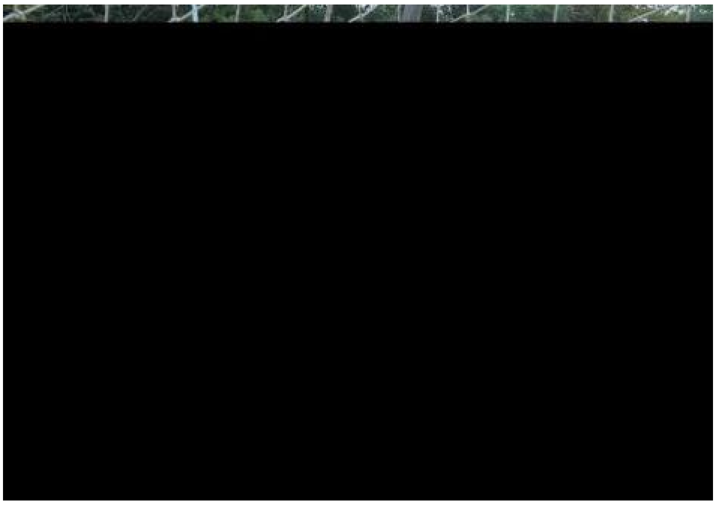
8 - Low Risk (Finding 2)			
Item:	Multi Use Games Area - Football Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Harrod	**Surface:**	Grass

Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

6 - Low Risk (Finding 3)

Item:	Multi Use Games Area - Football Goal	**Risk Level:**	L - Low Risk
Manufacturer:	Harrod	**Surface:**	Grass



Finding: The net has some minor damage

Action: Monitor for any further deterioration and replace as required

0 - Risk Assessment not Undertaken (Finding 4)

Item: Multi Use Games Area - Football Goal
Manufacturer: Harrod
Risk Level: N - Risk Assessment not Undertaken
Surface: Grass

Finding: NB: We have undertaken a maintenance inspection only of the football goal(s); full load testing falls outside the scope of our inspection.

Action: Implement load testing as required

6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring See-Saw
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Wet Pour

Finding: The surface has subsided in some areas

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 2)			
Item:	Rocking Equipment - Spring See-Saw	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Wet Pour


Finding: There is or are fixings missing on the item

Action: Replace all missing fixings

6 - Low Risk (Finding 3)			
Item:	Rocking Equipment - Spring See-Saw	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Wet Pour


Finding: A number of fixing(s) have worked loose

Action: Secure all loose fixings

8 - Low Risk (Finding 1)

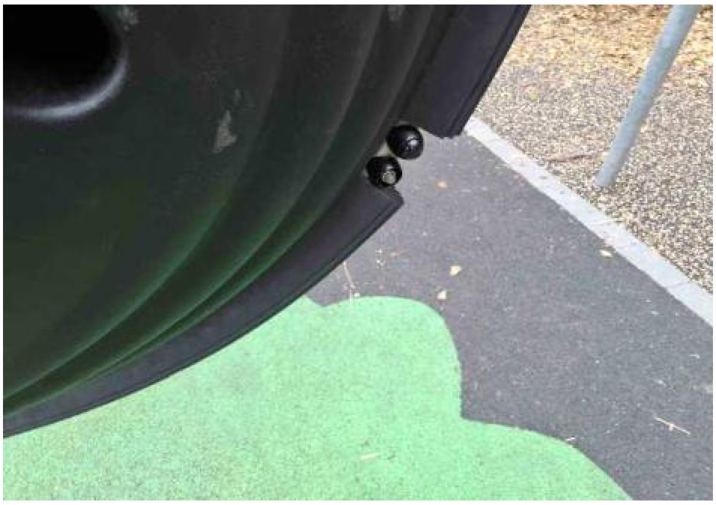
Item: Rotor Play - Rotating Net
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Wet Pour

Finding: The wetpour is crumbing in areas

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Proludic
Risk Level: L - Low Risk
Surface: Wet Pour



Finding: There are caps missing from the underside of the seats

Action: Replace missing caps under the seats

8 - Low Risk (Finding 2)

Item:	Swings - Basket Swing - Type 1	**Risk Level:**	L - Low Risk
Manufacturer:	Proludic	**Surface:**	Wet Pour

Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required

Northchurch Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Northchurch Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published.

2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Northchurch Parish Council** on application to:

(a) MRS U KILICH PROPER OFFICER
P O BOX 2603
KINGS LANGLEY
WD4 8EJ

(b) MON TO THURSDAY
9 AM TO 12 NOON

3. Copies will be provided to any local government elector of the area on payment of £0 (c) for each copy of the Annual Governance & Accountability Return.

Announcement made by: (d) MRS U KILICH (RFO)

Date of announcement: (e) 03/08/2026

Notes

This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.

(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR

(b) Insert the hours during which inspection rights may be exercised

(c) Insert a reasonable sum for copying costs

(d) Insert the name and position of person placing the notice

(e) Insert the date of placing of the notice

Northchurch Parish Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
27 July 2026
Our Ref:
HT0078
SAAA Ref:
SB06323

Northchurch Parish Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Ms Kilich

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Northchurch Parish Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026 , which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE
T: +44 (0)20 7516 2200
www.pkf-l.com

Fee
We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE.** Please include the reference HT0078 or Northchurch Parish Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
  - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Northchurch Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Northchurch Parish Council** for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Northchurch Parish Council** on application to:	
(a) ______________________	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) ______________________	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) ______________________	(d) Insert the name and position of person placing the notice
Date of announcement: (e) ______________________	(e) Insert the date of placing of the notice

Northchurch Parish Council

Our ref	HT0078
SAAA Ref	SB06323
Invoice No.	SB20260203
VAT No.	GB 440 4982 50
Email:	sba@pkf-l.com
Date:	27 July 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£420.00
VAT @ 20%	£84.00
TOTAL PAYABLE	£504.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include HT0078 or Northchurch Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Northchurch Parish Council

Our ref	HT0078
SAAA Ref	SB06323
Invoice No.	SB20260203
VAT No.	GB 440 4982 50
Email:	sba@pkf-l.com
Date:	27 July 2026

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£420.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£420.00
VAT @ 20%	£84.00
TOTAL PAYABLE	£504.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/

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For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Northchurch Parish Council-HT0078**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature	PKF Littlejohn LLP	Date	23/07/2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

NORTHCHURCH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	Agreed No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

	Yes	No	N/A	
9. **(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**			✔	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

	Yes	No	'Yes' means that this authority:
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

11 May 2026

and recorded as minute reference:

19/26 9

Signed by the Chair and Clerk of the meeting where approval was given:

Chair M. Calozzi

Clerk

https://www.northchurchparishcouncil.gov.uk/

Section 2 – Accounting Statements 2025/26 for

NORTHCHURCH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	280,586	224,575	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	44,000	46,106	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	89,003	77,250	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	33,943	34,793	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	155,071	62,757	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	224,575	250,381	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	224,575	250,381	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	500,907	521,778	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	MC ✓ UK		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

[signature]

Date 11/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2026

as recorded in minute reference:

119/26 a.

Signed by Chair of the meeting where the Accounting Statements were approved

M. Capozzi.

Northchurch Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/07/2026	NS&I Account	205,475.89	
31/08/2026	St James Place	0.00	
31/08/2026	Allotment Tenants Deposit Acco	761.04	
31/08/2026	Current Account Unity Trust	95,957.52	
31/08/2026	Reserve Account Unity Trust	0.00	
			302,194.45

Receipts not on Bank Statement

	0.00
Closing Balance	**302,194.45**

All Cash & Bank Accounts

3	NS&I	205,475.89
4	St'James Place- CLOSED	0.00
5	Allotment Deposit Account	761.04
6	Current Account Unity Trust	95,957.52
7	Reserve Account Unity Trust	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**302,194.45**

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1076	Precept	49,823	49,823	0			100.0%	
1090	Investment & Interest	4	1,000	996			0.4%	
1110	O2 Mast	0	2,500	2,500			0.0%	
1120	Sunny Side Rural Trust	1,520	3,477	1,957			43.7%	
	Income :- Receipts	**51,347**	**56,800**	**5,453**			**90.4%**	**0**
	Net Receipts	**51,347**	**56,800**	**5,453**				
110	Administration							
4000	Staff Salary	10,236	31,375	21,139		21,139	32.6%	
4010	Employers NI Contribution	2,482	5,000	2,518		2,518	49.6%	
4030	Pension Employer Contribution	312	1,000	688		688	31.2%	
4070	Staff Expenses	0	200	200		200	0.0%	
4080	Staff Training	0	200	200		200	0.0%	
4085	IT Equipment	0	600	600		600	0.0%	
4090	Chairman's Allowance	68	300	233		233	22.5%	
4095	Councillors Training	0	300	300		300	0.0%	
4100	Councillors Expense	0	300	300		300	0.0%	
4110	Bank Charges	55	100	45		45	55.3%	
4120	Audit Fees	945	1,200	255		255	78.8%	
4130	Legal Fees	0	2,000	2,000		2,000	0.0%	
4140	Subscriptions & Memberships	45	150	105		105	30.0%	
4150	Insurance	0	3,000	3,000		3,000	0.0%	
4160	Stationery & Postage	0	100	100		100	0.0%	
4170	Telephone	0	120	120		120	0.0%	
4180	IT Support	635	800	165		165	79.4%	
4200	Grants and Donations	0	6,000	6,000		6,000	0.0%	
4230	Hall Hire	0	800	800		800	0.0%	
4240	Administration Costs	645	1,200	555		555	53.8%	
	Administration :- Indirect Payments	**15,422**	**54,745**	**39,323**	**0**	**39,323**	**28.2%**	**0**
	Net Payments	**(15,422)**	**(54,745)**	**(39,323)**				
140	Allotments							
1400	Rent Received - Allotment	244	4,250	4,006			5.7%	
1405	Allotment Deposit	240	0	(240)			0.0%	240
1410	Water re-charge - SRT	1,842	3,000	1,158			61.4%	
1411	Water re-charge - Lower site	0	250	250			0.0%	
1412	Water re-charge - Upper site	0	400	400			0.0%	
	Allotments :- Receipts	**2,326**	**7,900**	**5,574**			**29.4%**	**240**

Continued over page

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4250	Maintenance	0	7,275	7,275		7,275	0.0%	
4400	Water - Upper SRT charges	2,021	3,000	979		979	67.4%	
4410	Water - Lower site charges	276	250	(26)		(26)	110.3%	
4420	Water - Upper site charges	929	400	(529)		(529)	232.2%	
	Allotments :- Indirect Payments	**3,226**	**10,925**	**7,699**	**0**	**7,699**	**29.5%**	**0**
	Net Receipts over Payments	**(899)**	**(3,025)**	**(2,126)**				
6001	less Transfer to EMR	240	0	(240)				
	Movement to/(from) Gen Reserve	**(1,139)**	**(3,025)**	**(1,886)**				
150	Recreation Ground							
1500	Football Pitch/Sports Income	325	1,000	675			32.5%	
	Recreation Ground :- Receipts	**325**	**1,000**	**675**			**32.5%**	**0**
4250	Maintenance	1,327	8,425	7,098		7,098	15.7%	
4500	Grass Cutting	0	2,500	2,500		2,500	0.0%	
4510	Gate Locking	0	1,174	1,174		1,174	0.0%	
	Recreation Ground :- Indirect Payments	**1,327**	**12,099**	**10,772**	**0**	**10,772**	**11.0%**	**0**
	Net Receipts over Payments	**(1,002)**	**(11,099)**	**(10,097)**				
160	Open Spaces							
1100	HCC Grass Cutting	3,920	3,714	(206)			105.6%	
1600	Open Spaces Income	16,100	16,100	0			100.0%	
1610	Warden Services	2,695	2,645	(50)			101.9%	
	Open Spaces :- Receipts	**22,715**	**22,459**	**(256)**			**101.1%**	**0**
4250	Maintenance	1,592	4,000	2,408		2,408	39.8%	
4620	Cemeteries	1,005	2,000	995		995	50.3%	
	Open Spaces :- Indirect Payments	**2,597**	**6,000**	**3,403**	**0**	**3,403**	**43.3%**	**0**
	Net Receipts over Payments	**20,119**	**16,459**	**(3,660)**				
170	Playground							
4250	Maintenance	590	2,090	1,500		1,500	28.2%	
4700	Safety Checks	255	300	45		45	85.0%	
4710	Repairs	0	2,000	2,000		2,000	0.0%	
	Playground :- Indirect Payments	**845**	**4,390**	**3,545**	**0**	**3,545**	**19.2%**	**0**
	Net Payments	**(845)**	**(4,390)**	**(3,545)**				

Continued over page

Detailed Receipts & Payments by Budget Heading 31/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180	CIL Projects							
1080	CIL Levy EMR Funding	1,573	0	(1,573)			0.0%	1,573
	CIL Projects :- Receipts	**1,573**	**0**	**(1,573)**				**1,573**
4191	NPC CiL Project	3,185	0	(3,185)		(3,185)	0.0%	3,185
	CIL Projects :- Indirect Payments	**3,185**	**0**	**(3,185)**	**0**	**(3,185)**		**3,185**
	Net Receipts over Payments	**(1,612)**	**0**	**1,612**				
6000	plus Transfer from EMR	3,185	0	(3,185)				
6001	less Transfer to EMR	1,573	0	(1,573)				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**				
999	VAT Data							
115	VAT on Receipts	2,121	0	(2,121)			0.0%	
	VAT Data :- Receipts	**2,121**	**0**	**(2,121)**				**0**
515	VAT on Payments	1,993	0	(1,993)		(1,993)	0.0%	
	VAT Data :- Indirect Payments	**1,993**	**0**	**(1,993)**	**0**	**(1,993)**		**0**
	Net Receipts over Payments	**128**	**0**	**(128)**				
	Grand Totals:- Receipts	**80,408**	**88,159**	**7,751**			**91.2%**	
	Payments	**28,594**	**88,159**	**59,565**	**0**	**59,565**	**32.4%**	
	Net Receipts over Payments	**51,814**	**0**	**(51,814)**				
	plus Transfer from EMR	**3,185**	0	(3,185)				
	less Transfer to EMR	**1,813**	0	(1,813)				
	Movement to/(from) Gen Reserve	**53,186**	**0**	**(53,186)**				

nalc
National Association
of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

24 August 2026

2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

ANNEX 1

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	*Deleted w e f 1st April 2023*				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted w e f 1st April 2026		
3	£24,796	£12.85	£25,614	£13.28	
4	£25,185	£13.05	£26,016	£13.48	
5	£25,583	£13.26	£26,427	£13.70	
5	£25,583	£13.26	£26,427	£13.70	LC1 (5-6) (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	
7	£26,403	£13.69	£27,274	£14.14	LC1 (7-12) (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	
9	£27,254	£14.13	£28,153	£14.59	
10	£27,694	£14.35	£28,608	£14.83	
11	£28,142	£14.59	£29,071	£15.07	
12	£28,598	£14.82	£29,542	£15.31	

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	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
13	£29,064	£15.06	£30,023	£15.56	LC1 (13-17) (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (18-23) (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	
24	£35,412	£18.35	£36,581	£18.96	LC2 (24-28) (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	
29	£39,862	£20.66	£41,177	£21.34	LC2 (29-32) (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (33-36) (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	LC3 (37-41) (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	
42	£53,460	£27.71	£55,224	£28.62	LC3 (42-45) (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	
44	£55,801	£28.92	£57,642	£29.88	

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	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
45	£57,139	£29.62	£59,025	£30.59	
46	£58,523	£30.33	£60,454	£31.33	LC4 (46-49) (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	
48	£61,198	£31.72	£63,218	£32.77	
49	£62,852	£32.58	£64,926	£33.65	
50	£64,373	£33.37	£66,497	£34.47	LC4 (50-54) (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	
52	£68,053	£35.27	£70,299	£36.44	
53	£70,176	£36.37	£72,492	£37.57	
54	£72,307	£37.48	£74,693	£38.72	
55	£74,454	£38.59	£76,911	£39.86	LC4 (55-62) (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	
57	£78,718	£40.80	£81,316	£42.15	
58	£80,821	£41.89	£83,488	£43.27	
59	£82,815	£42.93	£85,548	£44.34	
60	£84,852	£43.98	£87,652	£45.43	
61	£86,939	£45.06	£89,808	£46.55	
62	£89,081	£46.17	£92,021	£47.70	

* Hourly Rates

As per the NJC agreement, hourly rates are calculated by dividing annual salary by 52.143 weeks and then by 37 hours. <u>Please note that these hourly rates do not now differ from those published by NJC for Principal Authorities as the calculation bases are in agreement</u>.

Please also note that NJC resolved to delete SCP 1 w.e.f. 1st April 2023

Please also note that NJC have resolved to delete SCP 2 w.e.f. 1st April 2026