**NORTHCHURCH PARISH COUNCIL**

**Mrs. Usha Kilich Parish Clerk**

 **Northchurch Parish Council**

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**MINUTES of the NORTHCHURCH PARISH COUNCIL held at Northchurch Social Centre, Bell Lane on Monday 16th April 2018, commencing at 7.30 pm.**

**Members present:**

Councillors Godfrey (Chairman)

 Clarke

 Edwards

 Rees

 Shepherd

 Pringle

Clerk/RFO Usha Kilich

County Councillor Terry Douris arrived at 7.25pm and left the meeting at 8.00pm

Members of public Four members present

**MINUTES**

**23/18 Apologies for absence**

 Apologies received from Councillor Pocock.

**24/18** **Declaration of Interest**

No declaration made.

**24/18 Minutes of last Council Meeting of the Northchurch Parish Council held on 5th March 2018.**

It was proposed by Councillor Edwards and seconded by Councillor Clarke and **RESOLVED** that the minutes of the meeting held on 5th March 2018 copies of which had been sent to Members prior to the meeting, be approved and were signed by the Chairman as a true record.

**25/18 Chairman’s Report to the Council**

1. **Allotment Water Repairs**

Councillor Godfrey informed the members the work has now been completed, however, there are now minor items that need to be repaired. RewoPower have been notified.

1. **Defibrillator**

The Clerk informed the Council that it was proving to be a little difficult to get the provider to maintain the equipment currently held in Tesco’s. Both the Clerk and Councillor Clarke will have the equipment in the office to determine whether the battery is ok. The outcome will be reported at the next meeting/.

1. **Sunnyside Rural Trust**

Councillor Godfrey notified the Council that following meetings held with SSRT CEO Keely Charnick the maintenance quote received includes the ad-hoc jobs, the list provided by SSRT includes items that have been cleared up and should not be included in the new monthly invoice.

Councillor Godfrey will aim to come up with an amended schedule to put it to SSRT. The outcome will be reported at the next meeting.

1. **Update Website Hugo Fox**

Councillor Clarke explained that the current website for Northchurch Parish Council is not user-friendly and has bare minimum information. Councillor Clarke suggested approaching Hugo Fox who will update council’s website for free. Councillor Clarke suggested in setting up a Committee to collate information that will need to go TO the website. It was agreed the Committee would be made up of Councillor Clarke, Councillor Pringle and the Clerk.

1. **Update Bank Mandate**

The Clerk informed the Council to bear with her whilst audit file is being prepared, it is likely the item will come up again at the next meeting as the form is fairly lengthy. It was agreed by the Council to update the website.

1. **Road Safety**

Councillors present discussed the matter of road safety in Northchurch and agreed that it would be sensible to set up a Road Safety Committee to discuss this matter. Both Councillor Clarke and Councillor Pringle offered to join such a committee. A proposal would be put before full council at the next council meeting on the 9th May 2018.

1. **Cutting Back Tree on St Marys Avenue**

The Clerk informed members that she had received a phone call from a parishioner about the Sycamore tree on St Marys Avenue outside number 5 and 6. The roots of the tree are destroying the drain, Councillor Douris notified the Council he will see the draining aspect and to report the tree to Dacorum Borough Council.

Action: Clerk to notify DBC.

1. **VICTA thank you letter received for £1500**

The Clerk informed that Mrs McCall and Mrs Blezard personally came in to deliver the letter from VICTA thanking NPC for the contribution.

1. **Durrants Lane Playing Pitches and Car Parking**

Councillor Godfrey informed the members that the proposal by Caroline Ashby and Dick Bowler to take over the playing field is not feasible as there is no guideline on the costs implication. It was agreed by Council Members not to pursue the plan.

1. **Waste Local Plan Initial Consultation – Reminder**

Councillor Shepherd informed members that he read the 60-page consultation which was fairly complex to answer the question, which he did not. The Clerk informed the deadline for submission was the 30th March 2018.

1. **NEST changes to rates for Pension Fund (legal requirement)**

The Clerk informed the members that the Pension Fund contribution for both Employee and Employer will be increased as of April 2018 (legal requirement) to 2% and 3% respectively.

1. **Sub-Committee of the Northchurch Social Centre 50th Birthday with Open Day Celebrations 14th July 2018**,

All councillors in favour of the celebration, Councillor Pringle would like to celebrate the life of Joe Cox, on the same day, as was wanted to propose some form of celebration in Joe Cox’s honour.

1. **Street Party 19th May 2018**

The Clerk received a phone call from a member of the public to see if Kite Field could be closed off on the 19th May 2018 for Street Party the Clerk informed the member to contact Dacorum Borough Council as they can determine whether to close roads off or not. Councillors to support the party.

1. **Thames Water Blitz**

The water blitz poster for clean water for information to members. No action required.

1. **Amending Standing Order to reflect dual responsibility with DBC/NPC**

Councillor Clarke would like to amend the Standing Order to reflect dual responsibility by a council member such as Councillor Pringle who is on Dacorum Council serving as Borough Councillor. Recently Councillors have had a meeting with developers under Working parties to explore options from the developers. Councillor Clarke would like to amend the Standing Order so that all councillors are able to attend the meeting and members of the public in line with Transparency Code. It was agreed by all councillors to have the Standing Order amended.

Action: Clerk to amend Standing Order.

1. **7th May 2018 AGM date to be changed due to Bank Holiday, new date 9th May 2018**

Councillor Godfrey informed members that the original date for AGM 7th May happens to be a Bank Holiday, the date of the meeting is now the 9th May 2018.

Action: Clerk to update the website with a new date for AGM.

1. **HAPTC membership for 2018 £863.16**

Councillor Godfrey informed members that to join Hertfordshire Association of Parish and Town Councils (HAPTC) for the year is £863.16 and asked members whether we should join HAPTC, all in favour.

Action: Clerk to send payment to HAPTC

1. **CiL Levy of £6000.00**

The Clerk informed the Council that NPC will be receiving £6000 for CiL Levy, this will be showing against Earmarked reserves and work carried out in NPC with maintaining the roads safety etc will be funded from the Earmarked reserves.

1. **Application for P3 funding up to £1000**

The Clerk explained that the funding of P3 grant is set up to improve, enhance or promote existing public rights of way to benefit the local community. It was agreed that the Clerk would forward the email to Paul Coleman Representative for the Paths.

Action: Clerk to direct email to Paul Coleman

**Finance**

1. Schedule of Receipts and Payments, the Clerk answered questions relating to income/expenditure and it was proposed by Councillor Godfrey and seconded by Councillor Edwards and **RESOLVED** that the schedule of receipts and payments including bank reconciliation for January 2018 and March 2018.
2. Income and Expenditure reports were emailed to councillors prior to the meeting taking place. The Clerk informed members that there was an adjustment to be made reflecting sale of Goreside Field, this will on Profit and Loss account.
3. The Clerk informed the Council that the Internal Auditor Ernest Young has been booked to carry out the audit on the 9th May 2018.

**The Chairman declared the meeting closed at 9pm.**

**Signature of the Chairman-------------------------------------------**

**Date……………………………………………………………………**