



NORTHCHURCH PARISH COUNCIL
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ANNUAL PARISH COUNCIL MEETING OF NORTHCHURCH PARISH COUNCIL

To Councillors:

Jon Clarke	Chair
Mark Somervail	Vice Chair
Beryl Edwards	
Neil Pocock	
Gordon Godfrey	
Sue Rees	
Lara Pringle	
Michela Capozzi	

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Wednesday 5th May 2021 at 7 pm for the purpose of transacting the following business. The meeting will be held electronically under the provisions of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Your understanding and patience are appreciated as we continue to learn new procedures and technology for online meetings.

Usha Kilich
Proper Officer

Dated this day 27th April 2021

Public attendance and participation.

Members of the public may join the meeting and participate in the Public Participation by using Zoom.

Topic: Annual Council Meeting
Time: May 5, 2021 07.00 PM London

Join Zoom Meeting

<https://zoom.us/j/99227648924?pwd=ZExjcEZNNHVBZjVZdm44cENKUUVXUT09>

Meeting ID: 992 2764 8924
Passcode: 695675

AGENDA

01/21 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

02/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

The Chair to sign the Declaration of Acceptance of Office of Chair

03/21 ELECTION OF VICE CHAIR

To elect a Vice Chair

04/21 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

The Vice Chair to sign the Declaration of Acceptance of Office of Vice Chair

05/21 APOLOGIES FOR ABSENCE

To receive apologies for absence

06/21 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

- a. Cllr Pocock to declare interest in item 12/21

07/21 Public Participation allowed 15 minutes

08/21 MINUTES

a. To approve the minutes of the meeting of 29th March 2021 and Extraordinary Meeting on 12th April 2021.

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

9/21 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

10/21 CHAIRMANS REPORT

a. Update on Standing Orders: Clerk needs 7 days' notice of resolutions and reports, and council email addresses must be used for council business

11/21 CLERKS REPORT

a. HAPTC transition to Unitary extended to April 2021

b. Hertfordshire's Holiday Activity Programme

c. HAPTC Electronic Communication Infrastructure

12/21 Cllr. Capozzi proposes the Bainbridge Trophy be replaced by a framed certificate. (The Bainbridge Trophy was given to Alan Fantham in perpetuity).

Trish Pocock (awarded the Bainbridge Trophy in April 2021) will be the first recipient of the certificate for outstanding service to Northchurch

13/21 Cllr. Godfrey proposes calling this new award "The Alan Fantham Award".

14/21 Cllr. Capozzi proposes that NPC re-adopts the policies, adopted in March/April 2021 and governance documents circulated by email to councillors for 2021/22

a. Allotment Disputes

b. Asset Management Policy

c. Code of Conduct

d. Complaints Policy

e. Dignity at Work Policy

f. Equal Opportunities and Diversity Policy

- g. Financial Regulations
- h. Freedom of Information Policy
- i. GDPR Policy
- j. Grant and Donation Policy
- k. Grievance Policy
- l. Health & Safety Policy
- m. Investment Policy
- n. Publication Scheme
- o. Press and Media Policy
- p. Recruitment and Selection Policy
- q. Standing Orders
- r. Terms of Reference

15/21 Cllr. Clarke proposes that NPC appoint members of committees

Members								
Members	Jon Clarke	Beryl Edwards	Gordon Godfrey	Michela Capozzi	Lara Pringle	Neil Pocock	Sue Rees	Mark Somervail
Committees								
Planning		Chair	✓			Vice C.	✓	✓
Allotments		✓	Chair			Vice C.	✓	
Finance & General Purpose	✓		✓	Chair				Vice Chair
Open Space*	Chair		✓	✓	✓	✓		Vice C.
Road Traffic	✓			Vice Chair	Chair			✓

In addition, the following members of Open Space Committee will need to be re-elected. *2 members of the public were voted on to this committee in April: John Porter and Claire James

16/21 Cllr. Clarke proposes that any Committee may at any time form a Working Party that can meet informally to carry out specific tasks.

17/21 Cllr. Clarke proposes that NPC appoint representative on outside groups

Representatives on Outside Groups	
Organisation	Councillor
Northchurch United Charities	Neil Pocock & Sue Rees
Canal and Bulbourne Liaison	Gordon Godfrey
St Mary's School Governor	Jon Clarke

18/21 Cllr Capozzi proposes that NPC buys and installs a 'no dogs' sign for the play area (Approximate cost £30)

19/21 Cllr Clarke proposes that NPC buys TEEC's planning application software for £12 per annum.

20/21 FINANCE AND GENERAL PURPOSE

- a. Approval of Annual Governance Accountability Return 2020/21 to be signed by the Chair and Responsible Finance Officer.
- b. To discuss Internal Audit Report from Audit Solutions and take action for Year End 31st March 2021.
- c. Year To Date Summary 2021/22

1. **PRECEPT**; Notification of parish funding was confirmed as received on 12th April 2021. The total being £54,209.00.

Precept Demand	£33,000.00
Council Tax Support Grant	£ 873.00
Concurrent Services	£16,099.00
<u>Wardens Grant</u>	<u>£ 4,237.00</u>

Total for 2020/21 £54,209.00

2. Total CIL amount received from DBC for 2021/22 was £76,033.61.
3. Total amount received from DBC for Wildflower Verge Project £1,800.00

4. General Power of Competence

To agree by resolution that the Parish Council is entitled to use the above power, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Parish Council is entitled as it has:

- a. A two thirds electoral mandate
- b. A qualified Clerk (CiLCA) (Level 5 Community Governance)

5. Meeting Dates

Schedule 2021/2022

6. Future Agenda Items.

21/21 DATE OF NEXT MEETING

The next meeting will be held on the 7th June 2021 at 7.00 pm venue to be confirmed.