



NORTHCHURCH PARISH COUNCIL
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**NORTHCHURCH PARISH ANNUAL COUNCIL MEETING
TO BE HELD ON
MONDAY 16TH MAY 2022 AT 6.30 pm AT
SOCIAL CENTRE, BELL LANE, NORTHCHURCH, HP4 3RD**

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 Monday 16th May 2022 at 6.30 pm for the purpose of transacting the following business.

Usha Kilich
Proper Officer

Dated 11th May 2022

AGENDA

01/22 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

02/22 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

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

03/22 ELECTION OF VICE CHAIR

To elect a Vice Chair

04/22 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

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

05/22 APOLOGIES FOR ABSENCE

To receive apologies for absence

06/22 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

07/22 Public Participation allowed 15 minutes

08/22 MINUTES

- a. To approve the minutes of the meeting of 4th April 2022 Full Council and the Extraordinary Meeting on 25th April 2022.
- b. Matters arising from previous meetings that are not included as an agenda item below

09/22 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

10/22 CHAIRMANS REPORT

- a. Update on street lights
- b. Update on Bon Soiree and future plans
- c. Update on Eric Cook and donating £30 to Rotary
- d. Filming production DBC for potential additional income
- e. Dacorum Environmental Forum Meeting via Zoom

11/22 CLERKS REPORT

- a. HAPTC update on Model Standing Order changes to Procurement section 18

12/22 Cllr. Capozzi proposes that NPC adopts the policies and governance documents circulated by email to Councillors for 2022/23

- 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. Risk Assessment
- r. Standing Orders (updated)
- s. Terms of Reference

13/22 Cllr. Clarke proposes that the Councillors are appointed to the committees shown in the table below, and two non-Councillors, John Porter and Claire James, are re-appointed to the Open Space Committee.

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			✓

14/22 Cllr. Clarke proposes that NPC appoint representatives 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

15/22 Cllr Clarke proposes to adopt the Mission Statement for 2022/23

16/22 FINANCE AND GENERAL PURPOSES

- a. Approval of Annual Governance Accountability Return 2021/22 to be signed by the Chair and Responsible Finance Officer.
- b. Cllr Capozzi proposes to transfer £65k from Unity Trust Bank Account to NS&I as per NPC's Investment Strategy
- c. Cllr Clarke proposes that the Clerk has the authority to transfer money from Unity Trust to other bank accounts should the balance exceed £85k
- d. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31st March 2022.
- e. Year To Date Summary 2022/23:

1. **PRECEPT**; Notification of parish funding was confirmed as received on 8th April 2022. The total was £54,359

Precept Demand	£33,330.00
Council Tax Support Grant	£ 218.00
Concurrent Services	£16,099.00
<u>Wardens Grant</u>	<u>£ 4,712.00</u>

Total for 2020/21 £54,359.00

2. Total CIL amount received from DBC for 2022/23 was on 5th April for £78,970.30.

3. **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)

4. **Meeting Dates**

To fix dates and venues for Northchurch Parish Council meetings in 2022/23

5. **Future Agenda Items.**

17/22 DATE OF NEXT MEETING

The next meeting will be held on 25th June 2022 at 7.00 pm venue is to be confirmed.