



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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**ANNUAL MEETING OF THE PARISH COUNCIL  
FRIDAY 12<sup>TH</sup> MAY 2023 AT 7.00 PM  
CRICKET CLUB TRING ROAD NORTHCHURCH  
HP4 3RD**

**To Councillors:**

Michela Capozzi

Mark Somervail

Neil Pocock

Gordon Godfrey

Lara Pringle

Lyndsey Abercomby

Parul Dix

Chair

Vice Chair

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Friday 12th May 2023 at 7.00 pm for the purpose of transacting the following business.

Usha Kilich

Proper Officer

Dated 5<sup>th</sup> May 2023

## AGENDA

### 01/23 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

### 02/23 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

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

### 03/23 ELECTION OF VICE CHAIR

To elect a Vice Chair

### 04/23 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

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

### 05/23 APOLOGIES FOR ABSENCE

To receive apologies for absence

### 06/23 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

### 07/23 Public Participation is allowed 15 minutes

#### Road safety

Questions have been received by a member of the public and the 'Safer Roads for Northchurch' group. Responses were emailed and will be available as an appendix to the approved minutes of this meeting.

### 08/23 MINUTES

- a. To approve the minutes of the meeting of the 3<sup>rd</sup> April 2023 Full Council Meeting
- b. Matters arising from previous meetings that are not included as agenda items below

Minutes from 3<sup>rd</sup> April 2023 item 90/22 c. NPC has not had any response to the proposal below.

*Cllr Capozzi proposes to contact residents on High Street and New Road to ask whether they would fix a '20s plenty' sticker to their bins to help reduce speed*

*RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Pocock.  
Unanimously agreed.*

### 09/23 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

### 10/23 CHAIRMAN'S REPORT

- a. Dacorum Borough Council - Paradise Design Code Supplementary Planning Document Adoption Statement. For more information please [click here](#)
- b. CPRE Guide to protecting valued green spaces. For more information please [click here](#)
- c. HAPTC DLUHC Consultation On Infrastructure Levy HAPTC. For more information please [click here](#)

- d. Agenda for Dacorum Environmental Forum Meeting on Thursday, May 11th 2023. For more information please [click here](#)
- e. Newsletter from DBC (for Councillors only)
- f. Meeting with Cllr Douris to discuss a new dropped-kerb on New Road opposite the canal footpath and introducing a 20mph zone outside St Mary's school

#### **11/23 CLERKS REPORT**

- a. HAPTC New Councillors Training

#### **12/23 Cllr. Capozzi proposes that NPC adopts the policies and governance documents circulated by email to Councillors for 2023/24**

- a. Allotment Disputes
- b. Allotment Rules and Regulations
- c. Asset Management Policy
- d. Code of Conduct
- e. Complaints Policy
- f. Dignity at Work Policy
- g. Equal Opportunities and Diversity Policy
- h. Financial Regulations
- i. Freedom of Information Policy
- j. GDPR Policy
- k. Grant and Donation Policy
- l. Grievance Policy
- m. Health & Safety Policy
- n. Investment Policy
- o. Publication Scheme
- p. Press and Media Policy
- q. Recruitment and Selection Policy
- r. Risk Assessment
- s. Standing Orders
- t. Terms of Reference

#### **13/23 Cllr. Capozzi proposes that the Councillors are appointed to the committees shown in the table below**

Members for Committees								
Members	Michela Capozzi	Mark Somervail	Gordon Godfrey	Neil Pocock	Lara Pringle	Lyndsey Abercomby	Parul Dix	VACANT
Committees								
Planning Committee	✓	✓	✓	Chair	✓	✓	✓	
Allotments Committee	✓	✓	Chair	✓				
Finance & General Purposes Committee	Chair	✓	✓	✓				

**14/23 Cllr. Capozzi proposes that NPC appoint representatives from outside groups**

Representatives on Outside Groups	
Organisation	Councillor
Northchurch United Charities	
Canal and Bulbourne Liaison	
St Mary's School Governor	
Ashridge Estate Committee	

**15/23 Cllr Capozzi proposes to adopt the Mission Statement for 2023/24**

**16/23 FINANCE AND GENERAL PURPOSES**

- a. Cllr Capozzi proposes to the Approval of Annual Governance Accountability Return (AGAR) 2022/23 to be signed by the Chair and Responsible Finance Officer.
- b. Cllr Capozzi proposes to accept the YTD Summary for 2023/34
- c. Cllr Capozzi informed members that a sum of £30k was transferred from Unity Trust to NS&I bank.
- d. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31<sup>st</sup> March 2023.
- e. Cllr Capozzi proposes £500 is approved for the purchase and installation of information notices in the recreation ground particularly for noise and picking up dog waste
- f. Cllr Capozzi proposes the Post Office forwarding service is not renewed
- g. Cllr Capozzi proposes Alex Garrett is allowed to run her yoga classes at the recreation ground for 6 months without paying fees after which her use of the recreation ground will be reviewed

1. **PRECEPT**; Notification of parish funding was confirmed as received on 14<sup>th</sup> April 2023. The total was £59,421

Precept Demand	£38,330.00
Council Tax Support Grant	£ 0.00
Concurrent Services	£16,099.00
Wardens Grant	£ 4,992.00
<b>Total for 2023/24</b>	<b>£59,421.00</b>

**2. 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 4 and 5 of Community Governance completed)

**3. Meeting Dates**

Meeting dates and venues for Northchurch Parish Council meetings in 2023/24 have been determined as attached.

**4. Future Agenda Items**

**17/23 DATE OF NEXT MEETING**

The next meeting will be held on 26<sup>th</sup> June 2022 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD