



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 10 NOVEMBER 2025 AT 7.00 PM
SOCIAL CENTRE BELL LANE NORTHCHURCH
HP4 3RD**

To Councillors:

Michela Capozzi

Mark Somervail

Neil Pocock

Lara Pringle

Sacha Hughes

Parul Dix

Chris Syers

Chair

Vice Chair

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Monday 10th November 2025 at 7.00 pm for the purpose of transacting the following business.

Usha Kilich

Proper Officer

5th November 2025

44/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

45/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

46/25 Public Participation is allowed 15 minutes

47/25 MINUTES

- a. To approve the minutes of the meeting of the.
 - Full Council Meeting on 20th October 2025 (2)
- b. Matters arising from previous meetings that are not included as agenda items below

48/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

49/25 CHAIR'S REPORT/CORRESPONDANCE RECEIVED

- a. School Admissions [Consultation 2027/28](#) Neighbouring LA's, District and Borough Councils and Diocesan Representative
- b. Bulbourne Report (3)

50/25 CLERKS REPORT (verbal)

- a. To produce action list and comments (4)
- b. The Clerk has completed Level 6 of the Community Governance

51/25 ROAD SAFETY

52/25 OPEN SPACE

53/25 ALLOTMENT

54/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes to approve the YTD Summary for October 2025 (5)
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for October 2025 (6 & 7).
- c. Cllr Capozzi proposes to approve the two grant applications as listed below
 - a. Northchurch United Charity £600.00(8)
 - b. Northchurch St Mary's School Association £2160.00 (9)
- d. Cllr Capozzi proposes to accept the Budget for 2026/27v.1. (10)
- e. Cllr Capozzi proposes to transfer £3k form EMR Allotment to EMR Election costs 2027 (11)
- f. Cllr Capozzi proposes to approve the EMR schedule with the above virement

55/25 Future Agenda Items

To approve Sunnyside Rural Trust Lease Agreement.

56/25 DATE OF NEXT MEETING

The next meeting will be held on 1st December 2025 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD



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

MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

20th October 2025 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Members Present:

Cllr M Capozzi Chair
Cllr M Somervail Deputy Chair
Cllr S Hughes
Cllr C Syers
Cllr L Pringle

Also Present: Mrs U Kilich Parish Clerk and two members of the public.

31/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

There were no apologies of absence to record. Cllr Pocock and Cllr Dix were not present.

32/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

There were no declarations of interest to record.

33/25 Public Participation is allowed 15 minutes

Nothing to report.

34/25 MINUTES

a. To approve the minutes of the meeting of the.

- [Full Council Meeting 8th September 2025](#)

Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes that these Minutes be agreed as a true and accurate representation of the meeting and duly be signed by the Chair. Unanimously resolved.

- [EOM 29th September 2025](#)

Resolved, proposed by Cllr Capozzi, seconded by Somervail that these Minutes be agreed as a true and accurate representation of the meeting and duly be signed by the Chair. Unanimously resolved.

b. Matters arising from previous meetings that are not included as agenda items below
Cllr Capozzi informed members on the following:

- Two picnic tables will be installed on the recreation ground. In addition, a third picnic table will be placed along the grass path, positioned away from any of the play equipment.

- The commercial waste bin installed at the recreation ground is now in use by Sunnyside Rural Trust. However, Dacorum Borough Council has not yet provided Northchurch Parish Council with confirmation of the scheduled monthly collection date. The Clerk has contacted DBC via email to request both the formal contract and details of the collection schedule.
- Cllr Capozzi has paid UKPN for the electricity installation, NPC have 6 months to carry out the necessary work such as finding the right kiosk. Funds approved on 7/7/2025 4/25 b from EMR.
- The affinity water quote has been accepted, which will be paid in due course. Funds approved on 7/7/2025 4/25 b from EMR.

35/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors
Nothing to report.

36/25 CHAIRMAN'S REPORT

- Berkhamsted Citizens Association – [Saving Castle Fields](#)
- Help shape Hertfordshire's future, click [here](#) for more information
- Community Energy Conference for Hertfordshire 10th Oct 2025 click [here](#) for more information
- Ashridge Ramblings Newsletter
- Discussions around the grant funding by DBC. On 22nd October 2025, this motion will be challenged by Cllr Douris.
- Herts Nature Recover Seminar 5th November 2025
- 16 Days of Action Dacorum Walks

38/25 ROAD SAFETY

The issue of road safety on New Road was discussed in detail. It was proposed by Cllr Pringle that a letter be sent to County Councillor Caroline Smith-Wright requesting an update on the road safety report for Northchurch.

39/25 OPEN SPACE

Nothing to report.

40/25 ALLOTMENT

- Cllr Capozzi proposes to approve the location of heavy log at the entrance of the upper site allotment as per the image.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to install the log at the entrance of upper site as per the image. It was also suggested to link the logs together, have them painted in white with reflectors. Unanimously approved.

41/25 FINANCE AND GENERAL PURPOSES

- Cllr Capozzi proposes to approve the YTD Summary for September 2025
The YTD Summary was not sent with the agenda; this will be presented at November's meeting which will include October YTD Summary.
- Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for September 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the bank reconciliation, receipts and payments for September 2025. Unanimously agreed.
- Cllr Capozzi proposes to approve the quote for carrying out tree works from Arboricultural Report for the total amount of £1524.00.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the quote

for carrying out the tree works. Unanimously agreed.

- d. Cllr Capozzi proposes to approve the two Policies
 - a. IT Policy
 - b. Accessibility Statement

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the IT Policy and the Accessibility Statement with minor changes. Unanimously agreed.

42/25 Future Agenda Items

- a. Budget 2026/27
- b. SRT Lease agreement
- c. EMR schedule
- d. To approve the grant applications received.

43/25 DATE OF NEXT MEETING

The next meeting will be held on 10th November 2025 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

UPPER BULBOURNE REPORT OCTOBER 2025

Here are the water table readings for the upper Bulbourne which were taken around 8.30 am on a dry, cloudy morning. As ever, following the report are Bob's monthly rainfall summary, Christian Sévigny's garden nature notes and Ned Hunt's observations on Rushey Meadow.

WATER TABLE ON 1 NOVEMBER, 2025

Dudswell Bridge – the northernmost datum point

The water table is 3.02 m below datum – a drop of 28 cm over the month. The bed is completely dry.

Northchurch Recreation Ground

The water table is 2.21 m below datum. This is the first time we have been able to take a reading here for several months so it looks as if someone from the EA has been to unblock the channel. Many thanks! The river bed is completely dry and now indistinguishable from the cress beds which have now all died back completely.

Northchurch Primary School

The water table is 1.56 m below datum – 13cm lower than last month. The stream bed is still dry. The large willows on the far bank of the river have recently been cut and some of the vegetation trimmed back. A drain, probably from the road, has been cleared but with the amount of silt in the river will quickly block again once the river starts to flow.

Billet Lane Berkhamsted – the southernmost datum point

The water table is 1.81 m below datum - only 1 cm lower than last month. The stream bed is completely dry but all 3 channels under the road were badly blocked with debris including branches, logs, plastic sheets etc so we have unblocked them and cleared the bed at this point.



Before



After

We did notice, however, that slightly upstream from the Billet Lane bridge, a fairly large tree is lying right across the river bed which in times of flow must be impeding the flow considerably.

RAINFALL SUMMARY AND NATURE OBSERVATIONS FOR OCTOBER 2025 by Bob Farrer

A total of 64 mm of rain fell on Dudswell last month – the long-term average for Berkhamsted, in October, is 84mm. Over half of the total fell between the 19th and 23rd.

There were long periods of high pressure in the middle of the month and this is usually associated with bright skies and warmth. Alas, this last month combined high pressure (1035 hPa) with thick cloud which led to ‘anticyclonic gloom’ from the 10th to the 15th of the month. This Met Office term describes a period during which winds are too light to disperse persistent high cloud which leads to mist, fog and drizzle.

It is noteworthy that this October is the ninth successive month with lower than average rainfall. Only January produced more rain than the seasonal monthly average. This pattern has been reported from most of the UK with the exception of the far northwest.

This has led to the Met Office and Environment Agency to warn that 2026 threatens to be a year of prolonged drought unless above average rainfall arrives soon.

OCTOBER NATURE NOTES by Christian Sévigny

The long, hot summer has really brought out the best of the autumn colours and we’ve been treated to some beautiful shades of yellow, orange, and red this year. However, Storm Amy at the start of October, followed by Storm Benjamin about ten days later, have blown quite a few leaves away. The trees and hedges are starting to look a bit sparse now, though there’s still quite a touch of colour clinging on here and there.

Pheasants often come into the garden in the autumn. One evening at dusk, I noticed a male pheasant fly up into a tall sycamore where he settled for the night. He must have been at least 10 m off the ground. When I checked on him early next morning, sure enough, he was still perched there in the same spot. It always surprises me to see how high pheasants can roost.



Three times last week, a water rail ventured out onto the lawn early in the morning. Each time, it potted for around ten minutes using its long red beak to forage. One morning, we saw it pulling a worm from the lawn. Unfortunately, it had a bad leg and had to hop across the grass. Water rails don’t often come out into the open. They’re shy birds that prefer marshy areas with plenty of cover, so we felt quite lucky to spot one in the garden. People often say they’re easier to hear than to see: their call is a funny, grunting sound that’s a bit like a piglet squealing!

There are fewer insects now, but I still managed to spot a few during October. Yesterday, a bee was flying around two nearly dead ragged robin flowers, desperate to extract some nectar but with only two flowers available, it kept flying from one to the other and back again. I also saw two dragonflies today. A week ago, I watched a peacock butterfly fluttering about before settling on the patio to bask,

wings spread wide in the warmth of the autumn sun. The butterfly has probably found a place to hibernate by now. I've also noticed a few wasps, especially young queens, hovering around the shed, no doubt searching for a snug spot to see them through the winter.



We've all seen those fairytale toadstools with bright red caps and white spots dotted around the woods. One of those – a fly agaric (*Amanita muscaria*) – popped up in the garden last week. As it's known to be toxic, I was surprised to notice a chunk missing from it one morning. At first, I thought something might have fallen on it, but the next day another bite had gone!

Curious to find out what was happening, I set up the wildlife camera and the following morning, the mystery was solved. The footage showed a squirrel happily nibbling away at the mushroom! He actually decapitated it completely, carried the top off and nibbled at it while perched on a pile of bricks. He left a large amount to be finished later.

OCTOBER REPORT FROM RUSHEY MEADOW by Ned Hunt



The ponds in Rushey Meadow remain dry, but occasionally we accidentally disturb a toad or see a smooth newt scuttling away. A couple of weeks ago the two cows and the calf were collected and have joined another group in a field at Wigginton, before being housed in barns for the winter near Cholesbury. Despite the drought they have done very well, with the two Herefords especially, displaying a lovely rich auburn coat. Our four rams definitely miss their company. We actually think the calf believes it's a sheep as they relate incredibly well together – as you can see from the photo.

In preparation for next year's lambing we penned all our girl/ewe sheep a week ago and gave them a check over, pedicure and a trim. Over the next few days they will be back at Rushey Meadow to join Gerry our ram. Unlike commercial sheep we do not put our younger ewes with our ram, until they are two years old, so this years 'lambs' will need to be kept in a separate field until Gerry is removed.

If anyone is particularly observant and colour conscious this autumn, the field opposite the entrance to Boswick Lane is a slightly different shade of green from usual. That is because instead of a cereal crop being grown, we have had it all sown to grass. This is to accommodate our growing sheep flock and also, so we can juggle animals around fields more regularly and try to naturally reduce potential infection from a whole host of sheep diseases. We are very much looking forward to seeing animals grazing this field after the hay is mowed next summer. It is the first time it has ever been in grass to my knowledge and may help perhaps give Dudswell a slightly more rural feel.



Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
Adminstration			
CLlr Capozzi to liaise with CLlr Caroline Smith Wright for the mirror on New Road and speed bumps	CC Smith-Wright	Oct-25	Emailed CLlr Smith Wright
CLlr Capozzi to discuss the crossing at rec ground in June 2025 possibly under LCWIP	CC Smith-Wright	Oct-25	
Prouludic to reply to email sent out on 28/10/2025	CLlrCapozzi	Oct-25	Waiting for Russell to reply
Benedict King Chase regarding Street Lights Contract	In progress	Nov-25	Last email sent in September 2025, they are waiting on HCC to come back
Bi annual Tree Report	September 2025	Sep-27	Action from the report carried out/actioned 29/10/2025
Opens Spaces			
Install wooden bollards outside Tesco (agenda item 17/02/25)		Oct-25	Not sure if this will be done
Commercial waste bin being installed at the rec ground	Awaiting contract	Oct-25	Contract received, awaiting for two clhrs to give go ahead to sign the contract and set up DD
Install picnic tables	CLlr Capozzi/Pocock	Oct-25	Likely to happen very soon
Update the boundary for the allotment area Frances Nunn	Clerk/CLlr Capozzi	Nov-26	Updte Budget 2026/27
Update Asset register with new playground equipment and laptop	Actioned	Feb-25	Actioned next update March 2026
Allotments			
Update CIL form for the website	Clerk	Nov-25	
Numbering allotment plots	CLlr Capozzi/Clerk	Mar-26	
CLlr Capozzi to get allotment numbers done for the upper and lower site	June 25	Mar-26	
Phase two of the allotment fencing		Mar-26	
To place wooden log outside the allotment gate to deter parking	Clerk/CLlr Capozzi	Nov-25	
Playground			
Planting of willow trees at the rec ground	Majestic Trees	Nov-25	Order placed with Majestic
Mole Treatment on the Rec Ground	In progress	Nov-25	Emailed David Dumpleton 28/10/2025
Personal Trainer to reinstate his standing order	In progress	Nov-25	Emailed the PT

Detailed Receipts & Payments by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	46,106	46,106	0			100.0%	
1090 Investment & Interest	6	200	194			3.0%	
1110 O2 Mast	0	2,500	2,500			0.0%	
1120 Sunny Side Rural Trust	1,932	3,477	1,545			55.6%	
Income :- Receipts	48,044	52,283	4,239			91.9%	0
Net Receipts	48,044	52,283	4,239				
<u>110 Administration</u>							
4000 Staff Salary	14,846	30,405	15,559		15,559	48.8%	
4010 Employers NI Contribution	4,451	4,000	(451)		(451)	111.3%	
4030 Pension Employer Contribution	436	1,000	564		564	43.6%	
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	105	300	195		195	35.1%	
4095 Councillors Training	0	300	300		300	0.0%	
4100 Councillors Expense	11	300	289		289	3.6%	
4110 Bank Charges	62	100	38		38	61.6%	
4120 Audit Fees	930	1,200	270		270	77.5%	
4130 Legal Fees	0	2,000	2,000		2,000	0.0%	
4140 Subscriptions & Memberships	0	150	150		150	0.0%	
4150 Insurance	2,640	2,500	(140)		(140)	105.6%	
4160 Stationery & Postage	0	100	100		100	0.0%	
4170 Telephone	0	120	120		120	0.0%	
4180 IT Support	622	700	78		78	88.9%	
4200 Grants and Donations	0	6,000	6,000		6,000	0.0%	
4210 Elections	0	1,000	1,000		1,000	0.0%	
4230 Hall Hire	175	800	625		625	21.9%	
4240 Administration Costs	602	1,000	398		398	60.2%	60
4290 Sundries	0	50	50		50	0.0%	
Administration :- Indirect Payments	24,881	53,025	28,144	0	28,144	46.9%	60
Net Payments	(24,881)	(53,025)	(28,144)				
6000 plus Transfer from EMR	60	0	(60)				
Movement to/(from) Gen Reserve	(24,821)	(53,025)	(28,204)				

Detailed Receipts & Payments by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Allotments</u>							
1400 Rent Received - Allotment	3,527	4,038	511			87.3%	
1405 Allotment Deposit	390	0	(390)			0.0%	180
1410 Water re-charge - SRT	2,987	2,500	(487)			119.5%	
1411 Water re-charge - Lower site	215	200	(15)			107.5%	
1412 Water re-charge - Upper site	490	400	(90)			122.5%	
Allotments :- Receipts	7,609	7,138	(471)			106.6%	180
4250 Maintenance	897	7,506	6,609		6,609	12.0%	
4400 Water - Upper SRT charges	1,782	2,500	718		718	71.3%	
4410 Water - Lower site charges	492	200	(292)		(292)	245.9%	
4420 Water - Upper site charges	1,281	400	(881)		(881)	320.3%	
Allotments :- Indirect Payments	4,452	10,606	6,154	0	6,154	42.0%	0
Net Receipts over Payments	3,157	(3,468)	(6,625)				
6001 less Transfer to EMR	180	0	(180)				
Movement to/(from) Gen Reserve	2,977	(3,468)	(6,445)				
<u>150 Recreation Ground</u>							
1500 Football Pitch/Sports Income	250	1,000	750			25.0%	
Recreation Ground :- Receipts	250	1,000	750			25.0%	0
4250 Maintenance	3,058	6,773	3,715		3,715	45.1%	
4500 Grass Cutting	625	2,500	1,875		1,875	25.0%	
4510 Gate Locking	665	1,140	475		475	58.3%	
Recreation Ground :- Indirect Payments	4,348	10,413	6,065	0	6,065	41.8%	0
Net Receipts over Payments	(4,098)	(9,413)	(5,315)				
<u>160 Open Spaces</u>							
1100 HCC Grass Cutting	3,777	3,714	(63)			101.7%	
1600 Open Spaces Income	16,100	16,100	0			100.0%	
1610 Warden Services	5,290	5,290	0			100.0%	
Open Spaces :- Receipts	25,167	25,104	(63)			100.3%	0
4250 Maintenance	2,091	3,713	1,622		1,622	56.3%	
4620 Cemeteries	1,075	4,378	3,303		3,303	24.6%	
Open Spaces :- Indirect Payments	3,166	8,091	4,925	0	4,925	39.1%	0
Net Receipts over Payments	22,001	17,013	(4,988)				

Detailed Receipts & Payments by Budget Heading 31/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Playground</u>							
4250 Maintenance	823	2,090	1,267		1,267	39.4%	
4700 Safety Checks	876	300	(576)		(576)	292.0%	
4710 Repairs	0	1,000	1,000		1,000	0.0%	
Playground :- Indirect Payments	1,699	3,390	1,691	0	1,691	50.1%	0
Net Payments	(1,699)	(3,390)	(1,691)				
<u>180 CIL Projects</u>							
1080 CIL Levy EMR Funding	26,550	0	(26,550)			0.0%	26,550
CIL Projects :- Receipts	26,550	0	(26,550)				26,550
4191 NPC CIL Project	16,763	0	(16,763)		(16,763)	0.0%	16,763
CIL Projects :- Indirect Payments	16,763	0	(16,763)	0	(16,763)		16,763
Net Receipts over Payments	9,787	0	(9,787)				
6000 plus Transfer from EMR	16,763	0	(16,763)				
6001 less Transfer to EMR	26,550	0	(26,550)				
Movement to/(from) Gen Reserve	0	0	0				
<u>999 VAT Data</u>							
115 VAT on Receipts	5,579	0	(5,579)			0.0%	
VAT Data :- Receipts	5,579	0	(5,579)				0
515 VAT on Payments	5,447	0	(5,447)		(5,447)	0.0%	
VAT Data :- Indirect Payments	5,447	0	(5,447)	0	(5,447)		0
Net Receipts over Payments	132	0	(132)				
Grand Totals:- Receipts	113,198	85,525	(27,673)			132.4%	
Payments	60,756	85,525	24,769	0	24,769	71.0%	
Net Receipts over Payments	52,442	0	(52,442)				
plus Transfer from EMR	16,823	0	(16,823)				
less Transfer to EMR	26,730	0	(26,730)				
Movement to/(from) Gen Reserve	42,535	0	(42,535)				

Northchurch Parish Council

Bank - Cash and Investment Reconciliation as at 31 October 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2025	NS&I ACCOUNT	203,441.47
31/10/2025	ST JAMES PLACE	0.00
31/10/2025	Community Infrastructure Levy	673.15
31/10/2025	Current Account Unity Trust	72,902.95
31/10/2025	Reserve Account Unity Trust	0.00

277,017.57

Receipts not on Bank Statement

0.00

Closing Balance

277,017.57

All Cash & Bank Accounts

3	NS&I	203,441.47
4	St'James Place- CLOSED	0.00
5	Allotment Deposit Account	673.15
6	Current Account Unity Trust	72,902.95
7	Reserve Account Unity Trust	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	277,017.57

Bank Reconciliation up to 31/10/2025 for Cashbook No 6 - Current Account Unity Trust

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/10/2025	BACS	8.55		8.55		R ☐	Bank charges
02/10/2025	BACS	756.00		756.00		R ☐	Patrick Stileman Ltd
02/10/2025	0210		291.00	291.00		R ☐	Receipt(s) Banked
06/10/2025	0610		1,147.37	1,147.37		R ☐	Receipt(s) Banked
06/10/2025	06101		276.00	276.00		R ☐	Receipt(s) Banked
06/10/2025	0610		452.00	452.00		R ☐	Receipt(s) Banked
06/10/2025	0910		350.00	350.00		R ☐	Receipt(s) Banked
08/10/2025	0810		283.00	283.00		R ☐	Receipt(s) Banked
14/10/2025	DD	145.39		145.39		R ☐	NEST PENSION FUND
15/10/2025	1510		36.00	36.00		R ☐	Receipt(s) Banked
15/10/2025	1610		201.00	201.00		R ☐	Receipt(s) Banked
16/10/2025	BACS	1,014.00		1,014.00		R ☐	SUNNYSIDE RURAL TRUST
16/10/2025	DD	26.39		26.39		R ☐	SAGE
17/10/2025	1710		227.00	227.00		R ☐	Receipt(s) Banked
17/10/2025	1710		30.00	30.00		R ☐	Receipt(s) Banked
17/10/2025	1710		14,850.00	14,850.00		R ☐	Receipt(s) Banked
20/10/2025	DD	34.74		34.74		R ☐	Castle Water
20/10/2025	2010		615.91	615.91		R ☐	Receipt(s) Banked
20/10/2025	2010		102.00	102.00		R ☐	Receipt(s) Banked
23/10/2025	BACS	95.00		95.00		R ☐	TRISH POCOCK
23/10/2025	BACS	1,911.84		1,911.84		R ☐	Usha Kilich
23/10/2025	BACS	60.00		60.00		R ☐	NEIL POCOCK
23/10/2025	BACS	2,667.45		2,667.45		R ☐	HMRC
23/10/2025	2310		230.00	230.00		R ☐	Receipt(s) Banked
27/10/2025	2710		62.00	62.00		R ☐	Receipt(s) Banked
29/10/2025	2010		234.00	234.00		R ☐	Receipt(s) Banked
29/10/2025	2910		25.00	25.00		R ☐	Receipt(s) Banked
29/10/2025	2910		30.00	30.00		R ☐	Receipt(s) Banked
31/10/2025	BACS	3,844.80		3,844.80		R ☐	UK Power Network
31/10/2025	BACS	11.40		11.40		R ☐	Bank Charges
31/10/2025	BACS	-3,844.80		-3,844.80		R ☐	UK Power Network
31/10/2025	BACS	3,844.80		3,844.80		R ☐	UK Power Network
31/10/2025	3110		250.00	250.00		R ☐	Receipt(s) Banked
31/10/2025	3110		124.00	124.00		R ☐	Receipt(s) Banked
		<u>10,575.56</u>	<u>19,816.28</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate



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

GRANT EVALUATION CHECKLIST 2025

Please note

1. We cannot provide a grant to:	Applicable?
• An individual	No
• A commercial, religious, or political organisation	No

2. We cannot provide a grant to a project:	Applicable?
• that is the prime responsibility of another statutory authority	No
• intended to improve or benefit privately owned land or property	No
• already complete by the time the grant is made	No

	Supplied?	Comments
Name of group/organisation		Northchurch United Charities
Charity number (if any)		207010
Website or Facebook (if any)		No
Applicant's name		NUC
Email		
Phone		
Position within group		Clerk to the Trustees
Total cost of project		£1,800
Amount of grant requested		£600
Other funding obtained		£300 from Berkhamsted Town council



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

3. We will only provide grants for charitable, benevolent, social, cultural, recreational, or philanthropic purposes

	Charitable, benevolent, social, cultural, recreational, or philanthropic purposes	
	Yes?	Comments
Purpose of organisation	Yes	To fund disbursements to individuals in financial need and organisations providing advice and friendship to the elderly or families with young children
Summary of project	Yes	Grants are given before Christmas to help known individuals and families needing financial assistance with living costs and assist organisations with their running costs as stated above.

4. We will only provide grants to a group/organisation if the applicant agrees:

	Yes?
To use funding solely for the purpose agreed with the parish council	Yes
To provide receipted invoices on completion of the project	Yes
To give a progress report at our Annual May Parish Meeting	Yes

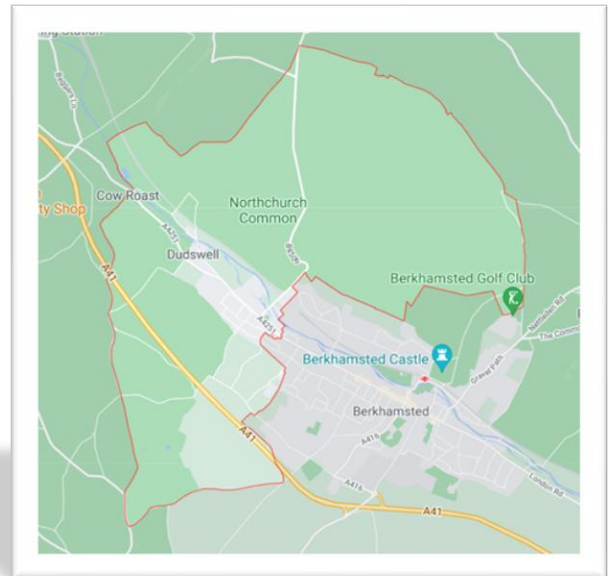
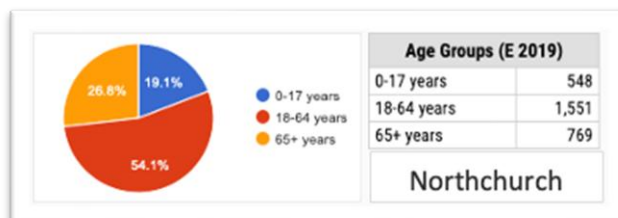


NORTHCHURCH PARISH COUNCIL

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

We will only award grants that benefit and involve Northchurch residents.

The pie chart from citypopulation shows the age range.



- Highlight how this project will benefit and involve our residents?

Nearly all of the individual beneficiaries live in Northchurch and have been nominated by Northchurch Parish Councillors acting as Trustees of NUC.



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

6. We will only award a grant to a group/organisation that is well managed:

Please list and submit (or provide a weblink to) any documents which describe your	
	Supplied?
Aims, objectives	See above
Organisational structure	NUC has trustees from Northchurch PC, St Mary's Church, Sunnyside Church and Berkhamsted Town Council, plus the clerk who is not a Trustee. The Chairman is Rev Jonathan Gordon.
Meeting and governance procedures	The Trustees hold meetings annually to discuss the finances of the Charities and agree disbursement of available funds
Equalities Policy	n/a
Safeguarding policy (if applicable)	n/a

7. We will only award a grant to a project that is financially viable with a bank account operated by at least two joint signatories

Please list and submit the following documents	
	Supplied?
Most recent bank statement	Scan attached
Accounts for the last financial year	Attached
Project timeline	November 2025 – November 2026 (Continue overleaf if necessary)
Breakdown of project costs	Cash beneficiaries £1,100 Stroke Support Group £150 Happy Wanderers Club £150 Swan Youth Project / Vouchers for financially struggling families £450



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

	(Continue overleaf if necessary)
--	----------------------------------



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

GRANT EVALUATION CHECKLIST 2022

Please note

1. We cannot provide a grant to:	Applicable?
• An individual	No
• A commercial, religious, or political organisation	No

2. We cannot provide a grant to a project:	Applicable?
• that is the prime responsibility of another statutory authority	No
• intended to improve or benefit privately owned land or property	No
• already complete by the time the grant is made	No

	Supplied?	Comments
Name of group/organisation		Northchurch St Marys school Association
Charity number (if any)		EW60166
Website or Facebook (if any)		https://stmarys916.herts.sch.uk/parents/school-association/
Applicant's name		
Email		stmarys.smsa.treasurer@gmail.com
Phone		
Position within group		Treasurer
Total cost of project		£4,320
Amount of grant requested		£2,160
Other funding obtained		Parents and carers are required to pay 50% of the total cost.



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

3. We will only provide grants for charitable, benevolent, social, cultural, recreational, or philanthropic purposes

	Charitable, benevolent, social, cultural, recreational, or philanthropic purposes	
	Yes?	Comments
Purpose of organisation	Yes	We aim to raise money to help fund educational activities for the children of St Marys CE primary School in Northchurch
Summary of project		We would like to help fund the cost of swimming lessons for the year 4 Children at St Marys CE primary school to ease the financial burden on parents and carers.

4. We will only provide grants to a group/organisation if the applicant agrees:

	Yes?
To use funding solely for the purpose agreed with the parish council	Yes
To provide receipted invoices on completion of the project	Yes
To give a progress report at our Annual May Parish Meeting	Yes

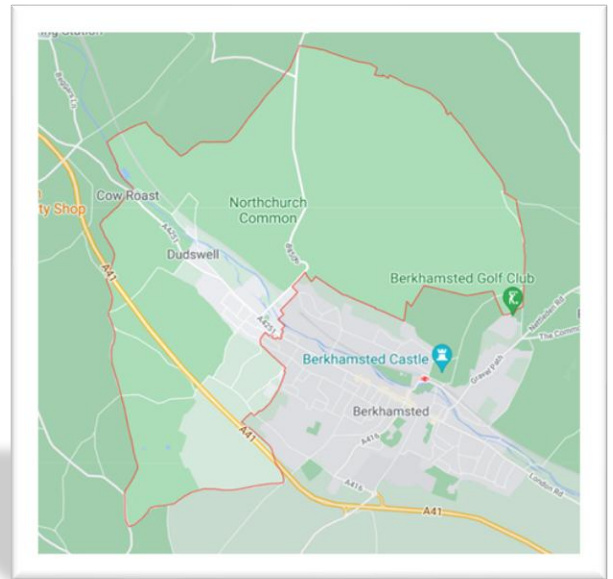
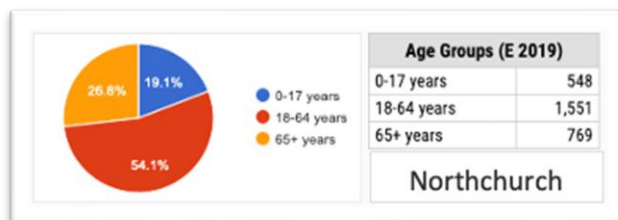


NORTHCHURCH PARISH COUNCIL

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

We will only award grants that benefit and involve Northchurch residents.

The pie chart from citypopulation shows the age range.



- Highlight how this project will benefit and involve our residents?

The swimming lessons will benefit 30 children in year 4 at St Marys CE primary school in Northchurch. 13 of these families live in Northchurch.

(Continue overleaf if necessary)



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

6. We will only award a grant to a group/organisation that is well managed:

Please list and submit (or provide a weblink to) any documents which describe your	
	Supplied?
Aims, objectives	To raise money to fund activities and equipment for the children of St Marys CE primary school.
Organisational structure	We have a committee chair, Jessica Green, Secretary, Rebecca Staples and myself treasurer, Daniel Farr-Smith. We then have 23 other committee members.
Meeting and governance procedures	We meet once a month to debrief on events and plan upcoming events.
Equalities Policy	Everybody is welcome to join the school association and we invite all parents and carers to help and volunteer wherever possible.
Safeguarding policy (if applicable)	

7. We will only award a grant to a project that is financially viable with a bank account operated by at least two joint signatories

Please list and submit the following documents	
	Supplied?
Most recent bank statement	Yes
Accounts for the last financial year	No, the accounts have not yet been finalised. 3 unknown transactions were identified and fed back to Lloyds bank to investigate.
Project timeline	The swimming lessons will run through to July 2026. (Continue overleaf if necessary)
Breakdown of project costs	£4,320 total for 36 weeks swimming lessons (Continue overleaf if necessary)



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

--	--

Annual Budget - By Centre

			2024/25		2025/26		2026/27
			Budget	Actual YTD	Budget	Actual YTD	Budget
100	Income						
1076	Precept		£ 44,000.00	£ 44,000.00	£ 46,106.00	£ 46,106.00	£ 49,822.60
1090	Investment & Interest		£ 1,900.00	£ 6,698.00	£ 200.00	£ 6.00	£ 1,000.00
1110	O2 Mast		£ 2,500.00	£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00
1120	Sunny Side Rural Trust		£ 4,481.00	£ 3,588.00	£ 3,477.00	£ 1,932.00	£ 3,477.60
1130	Sunnyside Nurseries		£ -	£ -	£ -	£ -	£ -
			£ 52,881.00	£ 56,786.00	£ 52,283.00	£ 48,044.00	£ 56,800.20
			£ 52,881.00	£ 56,786.00	£ 52,283.00	£ 48,044.00	£ 56,800.20
110	Administration						
4000	Staff Salary		£ 29,520.00	£ 28,887.00	£ 30,405.00	£ 14,846.00	£ 31,375.00
4010	Employers NI Contribution		£ 4,000.00	£ 4,164.00	£ 4,000.00	£ 4,451.00	£ 5,000.00
4030	Pension Employer Contribution		£ 815.00	£ 862.00	£ 1,000.00	£ 436.00	£ 1,000.00
4070	Staff Expenses		£ 200.00	£ 485.00	£ 200.00	£ -	£ 200.00
4080	Staff Training		£ 250.00	£ 188.00	£ 200.00	£ -	£ 200.00
4085	IT Equipment		£ 600.00	£ 740.00	£ 600.00	£ -	£ 600.00
4090	Chairman's Allowance		£ 300.00	£ 96.00	£ 300.00	£ 105.00	£ 300.00
4095	Councillors Training		£ 500.00	£ -	£ 300.00	£ -	£ 300.00
4100	Councillors Expense		£ 300.00	£ -	£ 300.00	£ 11.00	£ 300.00
4110	Bank Charges		£ 100.00	£ 92.00	£ 100.00	£ 62.00	£ 100.00
4120	Audit Fees		£ 1,200.00	£ 1,020.00	£ 1,200.00	£ 930.00	£ 1,200.00
4130	Legal Fees		£ 1,500.00	£ 1,060.00	£ 2,000.00	£ -	£ 2,000.00
4140	Subscriptions & Memberships		£ 150.00	£ -	£ 150.00	£ -	£ 150.00
4150	Insurance		£ 2,500.00	£ 2,200.00	£ 2,500.00	£ 2,640.00	£ 3,000.00
4160	Stationery & Postage		£ 100.00	£ 22.00	£ 100.00	£ -	£ 100.00
4170	Telephone		£ 120.00	£ 100.00	£ 120.00	£ -	£ 120.00
4180	IT Support		£ 500.00	£ 822.00	£ 700.00	£ 622.00	£ 800.00
4200	Grants and Donations		£ 6,000.00	£ 2,212.00	£ 6,000.00	£ -	£ 4,000.00
4210	Elections		£ 1,000.00	£ -	£ 1,000.00	£ -	£ -
4230	Hall Hire		£ 750.00	£ 454.00	£ 800.00	£ 175.00	£ 800.00
4240	Administration Costs		£ 1,000.00	£ 1,180.00	£ 1,000.00	£ 602.00	£ 1,200.00
4290	Sundries		£ 50.00	£ -	£ 50.00	£ -	£ -
			£ 51,455.00	£ 44,584.00	£ 53,025.00	£ 24,880.00	£ 52,745.00
140	Allotments						
1400	Rent Received - Allotment		£ 3,215.00	£ 3,607.00	£ 4,038.00	£ 3,527.00	£ 4,250.00
1405	Allotment Deposit		£ 200.00	£ 395.00	£ -	£ 390.00	£ -
1410	Water re-charge - SRT		£ 1,200.00	£ 3,014.00	£ 2,500.00	£ 2,987.00	£ 3,000.00
1411	Water re-charge - Lower Site		£ -	£ -	£ 200.00	£ 215.00	£ 250.00
1412	water re-charge Upper Site		£ -	£ 483.00	£ 400.00	£ 490.00	£ 400.00
1415	NAA Membership		£ 300.00	£ 15.00	£ -	£ -	£ -
			£ 4,915.00	£ 7,514.00	£ 7,138.00	£ 7,609.00	£ 7,900.00
4250	Maintenance		£ 6,911.00	£ 480.00	£ 7,506.00	£ 897.00	£ 4,250.00
4300	NAA Contribution		£ -	£ 30.00	£ -	£ -	£ -
4400	Water Charges SRT		£ 2,500.00	£ 3,082.00	£ 2,500.00	£ 1,782.00	£ 3,000.00
4410	Water - Lower site charges		£ -	£ -	£ 200.00	£ 492.00	£ 250.00
4420	Water Charges Upper site		£ -	£ 512.00	£ 400.00	£ 1,281.00	£ 400.00
			£ 9,411.00	£ 4,104.00	£ 10,606.00	£ 4,452.00	£ 7,900.00
150	Recreation Ground						
1500	Football Pitch/Sports Income		£ 1,000.00	£ 1,065.00	£ 1,000.00	£ 250.00	£ 1,000.00
			£ 1,000.00	£ 1,065.00	£ 1,000.00	£ 250.00	£ 1,000.00
4250	Maintenance		£ 5,949.00	£ 4,550.00	£ 6,773.00	£ 3,058.00	£ 5,400.00
4500	Grass Cutting		£ 3,256.00	£ 1,625.00	£ 2,500.00	£ 625.00	£ 2,500.00
4510	Gate Locking		£ 1,080.00	£ 1,080.00	£ 1,140.00	£ 665.00	£ 1,174.20
			£ 10,285.00	£ 7,255.00	£ 10,413.00	£ 4,348.00	£ 9,074.20
160	Open Spaces						
1100	HCC Grass Cutting		£ 3,500.00	£ 3,714.00	£ 3,714.00	£ 3,777.00	£ 3,714.00
1600	Open Spaces Income		£ 16,099.00	£ 16,100.00	£ 16,100.00	£ 16,100.00	£ 8,050.00
1610	Warden Services		£ 4,992.00	£ 5,290.00	£ 5,290.00	£ 5,290.00	£ 2,645.00
			£ 24,591.00	£ 25,104.00	£ 25,104.00	£ 25,167.00	£ 14,409.00
4250	Maintenance		£ 6,402.00	£ 5,017.00	£ 3,713.00	£ 2,091.00	£ 4,000.00
4290	Sundries		£ -	£ -	£ -	£ -	£ -
4600	Bus Shelters		£ 240.00	£ -	£ -	£ -	£ -
4620	Cemeteries		£ 3,201.00	£ 1,595.00	£ 4,378.00	£ 1,075.00	£ 2,000.00
			£ 9,843.00	£ 6,612.00	£ 8,091.00	£ 3,166.00	£ 6,000.00
170	Playground						
4250	Maintenance		£ 1,493.00	£ 1,597.00	£ 2,090.00	£ 823.00	£ 2,090.00
4700	Safety Checks		£ 600.00	£ 238.00	£ 300.00	£ 876.00	£ 300.00
4710	Repairs		£ -	£ -	£ 1,000.00	£ -	£ 2,000.00
			£ 2,093.00	£ 1,835.00	£ 3,390.00	£ 1,699.00	£ 4,390.00
			£ 83,387.00	£ 90,469.00	£ 85,525.00	£ 81,070.00	£ 80,109.20
			£ 83,087.00	£ 64,390.00	£ 85,525.00	£ 38,545.00	£ 80,109.20
			£ 300.00	£ 26,079.00	£ -	£ 42,525.00	£ -

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 CIL April/Oct 2025/26	0.00	26,549.80	26,549.80
323 EMR - Open Spaces	49,193.86		49,193.86
337 EMR - Allotment	15,644.40		15,644.40
339 CIL April/Oct 2024/25	16,078.44		16,078.44
340 EMR - Road Safety	41,718.90		41,718.90
341 EMR - Recreation Ground	24,482.79	-16,763.00	7,719.79
342 Allotment Deposit	630.00	120.00	750.00
	147,748.39	9,906.80	157,655.19