



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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**ANNUAL MEETING OF THE PARISH COUNCIL
MONDAY 12TH MAY 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

Chair

Vice Chair

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Monday 12th May 2025 at 7.00 pm for the purpose of transacting the following business.

Usha Kilich

Proper Officer

Dated 7th May 2025

AGENDA

01/25 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

02/25 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

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

03/25 ELECTION OF VICE CHAIR

To elect a Vice Chair

04/25 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

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

05/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

06/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

07/25 Public Participation is allowed 15 minutes

08/25 MINUTES

a. To approve the minutes of the meeting of the 28th April 2025 Full Council Meeting

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

09/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

10/25 CHAIRMAN'S REPORT

- a. Northchurch Social Centre Open Day
- b. Cllr Capozzi to inform members about the correspondence received on the parking arrangements on Bridgewater Monument
- c. Bulbourne River Report April 2025
- d. Correspondence received on Little Heath Farm and Tea Rooms
- e. Playground inspection will be carried out in July 2025

11/25 CLERKS REPORT

- a. DBC weekly Newsletter (Councillors only)

12/25 ROAD SAFETY

13/25 OPEN SPACE

14/25 ALLOTMENT

15/25 Cllr. Capozzi proposes that NPC adopts the policies and governance documents circulated by email to Councillors for 2025/26

- a. Allotment Disputes
- b. Allotment Conditions & Cultivation Policy
- c. Allotment Rules and Regulations

- d. Asset Management Policy
- e. Code of Conduct
- f. Complaints Policy
- g. Dignity at Work Policy
- h. Equality and Diversity Policy
- i. Financial Regulations
- j. Freedom of Information Policy
- k. GDPR Policy
- l. Grant and Donation Policy
- m. Grievance Policy
- n. Habitual or Vexatious Complaints Policy
- o. Health & Safety Policy
- p. Investment Policy
- q. Model Standing Order Policy
- r. Publication Scheme
- s. Press and Media Policy
- t. Recruitment and Selection Policy
- u. Risk Assessment
- v. Social Media Policy
- w. Terms of Reference
- x. Virement Policy
- y. Volunteer's Policy

16/25 Cllr. Capozzi proposes that the Councillors are appointed to the committees shown in the table below

Members for Committees								
Members	Michela Capozzi	Mark Somervail	Neil Pocock	Lara Pringle	Chris Syers	Parul Dix	Sacha Hughes	VACANT
Committees								
Planning Committee	✓	Chair	✓	✓	✓	✓	✓	
Allotments Committee	✓	✓	✓		✓	✓		
Finance & General Purposes Committee	Chair	✓					✓	

17/25 Cllr. Capozzi proposes that NPC appoint representatives from outside groups

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

18/25 Cllr Capozzi proposes to adopt the Mission Statement for 2025/26

19/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes the Approval of the Annual Governance Accountability Return (AGAR) 2024/25 to be signed by the Chair and Responsible Finance Officer.
- b. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31st March 2025.
- c. Cllr Capozzi proposes to accept the YTD Summary, Bank Reconciliation and Receipts and Payment Summary for April 2025/26
- d. Community Infrastructure Levy (CiL) payment received for £11,699.80.
- e. PRECEPT; Notification of parish funding was confirmed as received on 14th April 2025. The total amount received from DBC £67,496.00

Precept Demand	£46,106.00
Concurrent Services	£16,100.00
<u>Wardens Grant</u>	<u>£ 5,290.00</u>
<u>Total for 2025/26</u>	<u>£67,496.00</u>

f. 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:

Northchurch Parish Council does not qualify to exercise the General Power of Competence as it does not have a sufficient number of elected councillors.

g. Meeting Dates

Meeting dates and venues for Northchurch Parish Council meetings in 2025/26 have been determined as attached.

20/25 Future Agenda Items

21/25 DATE OF NEXT MEETING

The next meeting will be held on 16th June 2025 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD