**NORTHCHURCH PARISH COUNCIL**

**Mrs. Usha Kilich Parish Clerk**

 **Northchurch Parish Council**

**116D High Street**

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**MINUTES of the NORTHCHURCH PARISH COUNCIL held at Northchurch Social Centre, Bell Lane HP4**

**3 RD on Monday 4th March 2019 commencing at 7.30 pm.**

**Members present:**

Councillors Godfrey (Chairman)

 Clarke (Vice Chairman)

 Edwards

 Pocock

 Rees

 Hooper

 Shepherd

 Pringle

Clerk/RFO Usha Kilich

County Councillor Douris

Member(s) of the public Mr Pringle and another member of the public

**MINUTES**

**01/18 Apologies for absence**

 There were no apologies to report.

**02/18** **Declaration of Interest**

No declaration made.

**03/18 Minutes of last Council Meeting of the Northchurch Parish Council held on 21st January 2019.**

It was proposed by Councillor Edwards and seconded by Councillor Hooper and **RESOLVED** that the minutes of the meeting held on 21st January 2019 copies of which had been sent to Members prior to the meeting, be approved and were signed by the Chairman as a true record.

Councillor Pringle wanted to clarify that there was discussion about potentially making some contribution to funding the Go20 application for the traffic calming signage, Councillor Godfrey confirmed the motion was passed to fund the application.

**04/18 Chairman’s Report & Correspondence**

Councillor Godfrey welcomed PCSO Jackson to Northchurch Parish Council meeting. PCSO Jackson made comments on crime rates which covers from January 2019 to date; two incidents reported on Shaftesbury Court, Notting Knockers (door to door traders, the group claim to be on rehab scheme to find work) have been active targeting the old and frail and they can be aggressive, pick pocketing in Waitrose (Berkhamsted) has been brought to the attention of the police, these are carried out by small groups of people. Overall the crime rate in Northchurch is low, based on other parish council around vicinity. Councillor Pringle asked if there was any chance road accident report could be produced on quarterly or half yearly basis, PCSO Jackson will come back with the information. Councillor Pringle also mentioned that a member of public has informed her that a helicopter has been landing at the rec ground, PCSO Jackson is not aware of this, will look into the matter.

1. **Changes to pension fund contribution**

The Clerk reported that there are changes to pension fund contribution rates. The amount of pension contribution made will increase as of April 2019, the previous employer contribution will increase from 2% to 3% and previous employer contribution of 3% to new employer contribution to 5%. The Clerk will write a letter for the file of the changes.

Action: the Clerk should write to employees of NPC to advise of changes in pension fund contribution. A letter should also be in employee records.

1. **Clerks Salary Scale NALC Employment Briefing E02-18 2018/19 National Salary Award**

The Clerk advised members that 2% increase set out in the NALC document with effect from 1at April 2019.

1. **External Partners Induction 19th March 2019 Herts Sports**

The Clerk updated members with the information received on External Partners Induction for 19th March 2019, the email was circulated to all members.

1. **Website Update**

The Clerk informed members that she in regular contact with Mark Cronin on the update of the website. Mark has received feedback from members and implementing changes. It is hoped that the website will be going live on the 15th March 2019.

1. **DfE Presentation**

Information on question about Northchurch Parish Council was circulated to all members.

1. **HAPTC Bulletin**

HAPTC Bulletin was circulated to all members advising of various courses and training seminar available for Clerks and Councillors.

1. **Community Action Dacorum (CAD) Newsletter**

Community Action Dacorum send newsletter of all the events coming up in Summer.

1. **Local Community Regeneration Transforming Town Centres Feb 2019**

Circulated to all members for information only.

1. **New Road Parking**

Item was not discussed.

1. **Crime Reports by PSCO Jackson**

Item discussed at the beginning of the meeting to allow PCSO Jackson to exit the meeting.

1. **Bearroc Playing Fields**

Councillor Clarke wanted to know who is administering the Bearroc Playing Fields, Councillor Shepherd will email Richard Butler to find out. Councillor Douris mentioned that Berkhamsted Raiders Football Club have shown interest should the playing field go ahead.

1. **Speed Indicator Device (SID)The Mead**

County Councillor Douris informed members that he is currently liaising with Highways Officers who are in contact with the manufacturers to find out what can be done so that the head of SID cannot be tampered with, or come back with an alternate solution.

1. **Sign at High Street South**

Mrs Spinney wrote to state that High Street South extends to Ashby Road which continues to the main High Street past no 2 Ashby Road, houses are numbered from 175 onwards. The layout causes confusion to couriers and visitors, there is a sign but is badly situated, causing Mrs Spinney having to keep answering her door. As this is a DBC matter, Councillor Pringle will deal with the matter.

Action: Clerk to forward the letter to Councillor Pringle

1. **Cricket Club Grant Application**

The Northchurch Cricket Club submitted a grant application for £500 to secure a metal box to house a defibrillator allowing access as and when required. It was **unanimously** agreed to award the grant to Northchurch Cricket Club.

1. **Memorial Seat**

Councillor Godfrey proposed to have a bench/seat in memory of late Councillor Fantham, it was **RESOLVED** that the Clerk obtain quotes for bench/seat and report at the next meeting.

Action: Clerk to obtain three quotes for the bench/seat for the next meeting.

1. **Parish Office**

Councillor Shepherd has managed to get three different quotes for the Portakabin, the quotes are as follows:

* 1. Purchase price of £43k (excluding VAT) for 12m x 4m

Optional extras Air Conditioning £6,153 excluding VAT

Fire alarm £3,438 excluding VAT

Ramp £12,500 excluding VAT

* 1. Purchase price £35

Optional extras Air Conditioning £6,153 excluding VAT

Fire alarm £3,438 excluding VAT

Ramp £12,500 excluding VAT

 It was decided by majority to find out from the current landlord Mr Cook whether he is p

 prepared to extend the lease agreement.

 Action: the Clerk to write to Mr Cook to find out if the office lease agreement can be

 extended.

**06/18 Financial and General Purposes Matters.**

1. **Schedule of Receipts and Payments/Cashflow statement YTD**

Members had before them the Payments Schedule and Receipts Schedule for approval. It was **RESOLVED** that the schedule be approved with no queries.

1. **Income and Expenditure Reports**

The reports were emailed to councillors prior to the meeting taking place.

Income and expenditure report was provided to all council members, there was no adverse variance to report.

1. **Earmarked Reserves**

Parish Council office rental lease will be up for renewal in December 2019, as Mr Cook has not indicated whether the lease will be renewed or not, Ion that basis was suggested and **RESOLVED** that the Earmarked Reserves for the PC Office should be £150k the amount will be transferred from General Reserves to Office Earmarked Reserves.

Action: The Clerk to ensure the transfer is carried out.

1. **St James Place**

The Clerk reported that prior to the meeting taking place, email was circulated to show NPC’s investment portfolio at £96K

1. **Updating Model Standing Order, Financial Regulations and Risk Assessment.**

The Clerk informed members that Model Standing Order, Financial Regulations and Risk Assessment have been updated.

**The Chairman declared the meeting closed at 9.15p.m Next Meeting will be on 1st April 2019 @ 7.30.**

**Signature of the Chairman-------------------------------------------**

**Date……………………………………………………………………**