



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

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MINUTES OF THE ANNUAL MEETING OF NORTHCHURCH PARISH COUNCIL
Held Via Virtual Meeting Wednesday 5th May 2021 at 7pm.

MEMBERS PRESENT:

Jon Clarke	Chair
Mark Somervail	Vice Chair
Michela Capozzi	
Beryl Edwards	
Gordon Godfrey	
Susan Rees	

ALSO PRESENT:

County Councillor	Terry Douris
Officer	Mrs U Kilich Parish Clerk
Members of the public	Mrs James and Mrs Griffiths.

01/21 ELECTION OF CHAIR

Cllr Jon Clarke was elected Chairman, proposed by Cllr Godfrey, seconded by Cllr Somervail, and it was unanimously agreed.

02/21 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

Cllr Clarke signed the Declaration of Acceptance of Office. The Declaration of Acceptance of Office will be signed by the Clerk once the hard copy has been received.

03/20 ELECTION OF VICE CHAIR

Cllr Somervail was elected Vice-Chairman, proposed by Cllr Clarke seconded by Cllr Godfrey, and it was unanimously agreed.

04/21 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR

Cllr Somervail signed the Declaration of Acceptance of Office. The Declaration of Office will be signed by the Clerk once the hard copy has been received.

05/21 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr Pringle and Cllr Pocock.

06/21 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda.
There was no declaration of interest to report.

07/21 Public Participation allowed 15 minutes

Mrs. Griffiths and Mrs. James addressed their concerns at the Annual Parish Meeting earlier in the evening and will observe the Annual Meeting of the Council.

08/21 MINUTES

- a. To approve the minutes of the meeting of 29th March 2021 and Extraordinary Meeting on 12th April 2021.

RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Godfrey that the Minutes for 29th March 2021 be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Godfrey that the Extraordinary Minutes for 12th April 2021 be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

- b. Matters arising from previous meetings that are not included as an agenda item below
There were no matters arising from previous meetings.

9/21 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

Cllr Pringle did not submit a report as a Borough Councillor.

Cllr Douris informed members that the railings at the pedestrian crossing were scheduled to have been installed; however, the supplier has ceased trading. Cllr Douris assured members that this will go ahead but to expect a delay on installation.

Cllr Douris informed members that Highways Locality Manager Mike Jarrett has been away due to ill health, which is why there has been no movement on Highways issues. Cllr Capozzi asked Cllr Douris if the discussion between Mike Jarrett and the Office of the Police and Crime Commissioner (OPCC) for the Gateway on A4251 has been suspended for the time being. Cllr Douris is not aware that Mike Jarrett has been involved with the project; however, Cllr Douris was under the impression that the proposal from Herts County Council (HCC) has been submitted to Go20 Group; HCC is waiting for a response from Go20 Group. Cllr Capozzi informed the member that she has been in communication with Mike Jarrett, and he has informed her that he is working on a design for the OPCC; Cllr Capozzi is not aware of what has happened to the design, to which Cllr Douris informed members that as far as he is aware, the design has been completed and there was a proposal.

Cllr Rees wanted to thank Cllr Douris for all his help in resolving an issue for her brother which was related to "dropped kerb" Cllr Doris was pleased to have helped, although he was not aware of the relationship, and confirmed that would not have had any impact on his decision.

10/21 CHAIR'S REPORT

- a. Update on Standing Orders: Clerk needs seven days' notice of resolutions and reports, and council email addresses must be used for council business.

Cllr Clarke addressed this point at the Annual Parish Meeting earlier in the evening. Cllr Clarke informed members that it is crucial that the Clerk is notified of any agenda items that need a resolution a week before the Council meeting agenda is published.

Cllr Clarke also informed members that he would like all members to start using the council email address to conduct parish council business by 30th June 2021. If anyone is having issues, another member will be able to help set up the email address.

11/21 CLERK'S REPORT

- a. HAPTC transition to Unitary extended to April 2021 – The Clerk reported that the transition to Unitary had been extended to April 2021, an email was circulated to all members.
- b. Hertfordshire's Holiday Activity Programme – The Clerk informed members that this was more for schools, and email had been circulated to members and St Mary's School.
- c. HAPTC Electronic Communication Infrastructure – The Clerk circulated the email to all members.

12/21 Cllr. Capozzi proposes the Bainbridge Trophy be replaced by a framed certificate. (The Bainbridge Trophy was given to Alan Fantham in perpetuity). Trish Pocock (awarded the Bainbridge Trophy in April 2021) will be the first recipient of the certificate for outstanding service to Northchurch.
The proposal was seconded by Cllr Godfrey, and it was **RESOLVED** unanimously.

13/21 Cllr. Godfrey proposes calling this new award "The Alan Fantham Award".
The motion to change the award to "The Alan Fantham Award for Services to Northchurch" was proposed by Cllr Godfrey, seconded by Cllr Somervail, and **RESOLVED** unanimously. The amended change proposed by Cllr Godfrey, seconded by Cllr Somervail and **RESOLVED** unanimously.

14/21 Cllr. Capozzi proposes that NPC re-adopts the policies adopted in March/April 2021 and governance documents circulated by email to councillors for 2021/22.
RESOLVED, the proposal by Cllr Capozzi, seconded by Cllr Somervail and unanimously agreed to re-adopt the policies and governance documents for 2021/22 listed from a to r.

- 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. Standing Orders
- r. Terms of Reference

15/21 Cllr. Clarke proposes that NPC appoint members of committees

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			✓

In addition, the following members of the Open Space Committee will need to be re-elected.
*2 members of the public were voted on to this committee in April: John Porter and Claire James.

RESOLVED, the proposal by Cllr Clarke, seconded by Cllr Somervail and unanimously agreed, the item was briefly discussed at the Annual Parish Meeting earlier in the evening.

16/21 Cllr. Clarke proposes that any Committee may at any time form a Working Party that can meet informally to carry out specific tasks.

RESOLVED, the proposal by Cllr Clarke, seconded by Cllr Capozzi and unanimously agreed. Cllr Capozzi mentioned that Working Party is important for Councillors to discuss matters relating to council business and for the council to make progress. Cllr Capozzi stated that Terms of Reference (ToR) would need to be created for any Working Party that is set up; this will indicate what the Working Party does and will give clear guidelines, the ToR can be created by F&GP Committee.

17/21 Cllr. Clarke proposes that NPC appoint representative on outside groups.

Cllr Godfrey seconded, and it was unanimously agreed.

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

18/21 Cllr Capozzi proposes that NPC buys and installs a 'no dogs' sign for the play area (Approximate cost £30)

Cllr Capozzi motioned to have the word "buys" removed from the proposal, the proposal was seconded by Cllr Clarke and it was unanimously agreed.

Cllr Clarke seconded the proposal to have the sign installed; the proposal was unanimously agreed.

19/21 Cllr Clarke proposes that NPC buys TEEC's planning application software for £12 per annum.

Cllr Somervail seconded, it was **RESOLVED** unanimously.

20/21 FINANCE AND GENERAL PURPOSE

- a. Approval of Annual Governance Accountability Return 2020/21 to be signed by the Chair and Responsible Finance Officer.
The Clerk informed members that the Annual Governance Accountability Return for 2020/21 was circulated with the agenda, the forms to be signed by the Chair and the Clerk.
- b. To discuss the Internal Audit Report from Audit Solutions and take action for Year End 31st March 2021.
The Clerk reported that the Internal Audit Report from Audit Solutions was circulated to all members; the report did not highlight any concerns.
- c. Year To Date Summary 2021/22
The Clerk reported that YTD Summary was circulated to all members, as it's the first month there was no adverse variance to report.

1. **PRECEPT**; Notification of parish funding was confirmed as received on 12th April 2021. The total being £54,209.00.

Precept Demand	£33,000.00
Council Tax Support Grant	£ 873.00
Concurrent Services	£16,099.00
<u>Wardens Grant</u>	<u>£ 4,237.00</u>

Total for 2020/21 £54,209.00

2. Total CIL amount received from DBC for 2021/22 was £76,033.61.
3. Total amount received from DBC for Wildflower Verge Project £1,800.00

4. **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)
Cllr Clarke proposed to adopt the General Power of Competence, seconded by Cllr Capozzi, **RESOLVED** unanimously.

5. **Meeting Dates**

Schedule 2021/2022 the Clerk will circulate the latest meeting dates for 2021/22.

21/21 Future Agenda Items.

- a. Cllr Godfrey proposes having a shield that will record all the members awarded for their outstanding contribution to Northchurch
- b. Cllr Capozzi to propose that the shredding of all the documents should be outsourced
- c. The Clerk to report that the sum of £1533.13 being received from Herts Highways Environmental Agency.
- d. Cllr Somervail to propose port-a-loo for the recreation ground.

22/21 DATE OF NEXT MEETING

The next meeting will be held on the 7th June 2021 at 7.00 pm venue to be confirmed.