



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

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MINUTES OF EXTRAORDINARY OF NORTHCHURCH PARISH COUNCIL MEETING HELD ON MONDAY

12th April 2021 AT 6.30 pm (HELD REMOTELY VIA ZOOM)

MEMBERS PRESENT:

Jon Clarke Chair
Mark Somervail Vice Chair
Michela Capozzi
Beryl Edwards
Neil Pocock
Susan Rees
Lara Pringle

ALSO, PRESENT Usha Kilich and County Councillor Douris

EX/11/21

APOLOGIES FOR ABSENCE

Cllr Godfrey sent his apologies.

EX/12/21

DECLARATIONS OF INTEREST

Cllr Pocock Declared Interest in item EX/15/21 a b and c.

EX/13/21

Public Participation

Four members of the public attended the meeting to observe.

EX/14/21

Chairmans' report

- a. The Chair informed the meeting that this is a very busy time for the Clerk as she prepares for the Audit and the Annual Council Meeting
- b. Any reports for this meeting are to be typed up and sent to the Clerk to be included with the minutes
- c. Going forward, reports are to be submitted the week before the meeting

EX/15/21

Open Spaces

- a. Cllr. Clarke proposed that Bon Soiree should be permitted to install outdoor tables and chairs on the land next to the council office during their daytime opening hours subject to terms & conditions and surface specifications set by the Open Spaces Committee.
Cllr Somervail proposed to amend the wording to "Bon Soiree should be permitted to install outdoor tables and chairs on the land next to the council office during their daytime opening hours subject to terms & conditions set by the F&GP Committee and surface specifications set by the Open Spaces Committee".
Cllr Capozzi seconded Cllr Somervail's amendment and it was resolved unanimously.
Cllr Somervail stated that NPC would request permission from Dacorum Borough Council.

Cllr Capozzi seconded the amended motion and it was resolved unanimously. Cllr Pocock having declared interest in the item did not leave the Zoom meeting, however, he did not contribute to the discussion, he observed the meeting as a member of the public.

- b. Cllr. Somervail proposed that the Bainbridge Trophy should be awarded to Trish Pocock in recognition of her 21 years of service managing the Recreation Ground. Cllr Pocock exited the meeting during the discussion of item EX/15/21 b and c. Cllr Edwards seconded the motion and it was resolved.
- c. Cllr. Edwards proposed that Trish Pocock is awarded a sum of £500 in association with the Bainbridge Trophy (provided SLCC has confirmed that we can do this). Cllr Pringle seconded the motion and it was resolved unanimously. The Clerk admitted Cllr Pocock back in the meeting.
- d. Cllr. Somervail proposed that NPC make improvements to the Recreation Ground to a maximum cost of £105k.
Cllr Somervail explained that the motion is to purely approve the budget, which is like to cost substantially less than £105k. There are some grants pending to help with the finance of the upgrade. Cllr Somervail mentioned that there have been some concerns raised on the positioning of the zip wire which will be reviewed. Cllr Clarke stated that the motion will allow NPC to liaise with Playground Suppliers at this stage; a motion will be put at Full Council at a later stage after consultation with members of the public.
Cllr Douris asked whether the £105k is inclusive of VAT and whether the Council is eligible to claim the VAT. Cllr Somervail confirmed that the £105 is exclusive of VAT. The Clerk confirmed that the council can reclaim VAT.
Cllr Somervail proposed to amend the wording to “£105k exclusive of VAT”. The amendment was seconded by Cllr Capozzi and resolved unanimously.
Cllr Clarke seconded the amended motion and it was resolved unanimously.
- e. Cllr. Clarke proposed that two non-voting members are added to Open Spaces Committee: John Porter and Clare James.
Cllr Pringle seconded the proposal and it was unanimously resolved.
Cllr Clarke welcomed Mr Porter and Mrs James.

EX/16/21

Finance & General Purpose

- a. Cllr. Somervail proposed the following:
 - i. Transfer £56k from the CIL account to the HBC Money Manager account because we are over the £85k limit guaranteed by the Financial Services Compensation Scheme (FSCS).
Cllr Capozzi seconded the motion and it was unanimously resolved.
 - ii. As soon as we receive the precept & grants for this year, rebalance the total amount in Unity Trust to be less than the FSCS limit of £85k by transferring the surplus to HSBC up to the £85k limit for HSBC and any remainder to NS&I.
Cllr Capozzi seconded the motion and it was resolved unanimously.
 - iii. Sell the riskier funds in St James Place (Global Equity, Worldwide Income, Property) and transfer the proceeds (£27k) to the National Savings account.
Cllr Capozzi seconded the motion and it was resolved unanimously.
 - iv. To sell any remaining funds in SJP as soon as NPC know that the money will be required in the near future (e.g. for Recreation Ground project) and that money to be transferred to NS&I unless it is required immediately.
Cllr Capozzi seconded the motion and it was resolved unanimously.

- b. Cllr. Clarke proposed to approve the CiL report for 2020/21 which was circulated with the agenda. CiL is the money received from new development. The sum received for 2020/21 was £88,060 and £4638 retained from 2019/20. Cllr Capozzi seconded the motion and it was resolved unanimously.
- c. Cllr. Capozzi proposed that the following policies which have been circulated should be adopted by NPC:
 - (i) Amended Standing Order Mar 2021
 - (ii) GDPR Mar 2021
 - (iii) Freedom of Information Mar 2021
 - (iv) Publication Scheme Mar 2021
 - (v) Press and Media Policy Mar 2021

Cllr Clarke noted that the agenda showed the incorrect policies and proposed to amend the list to show the policies which were actually circulated:
Cllr Capozzi proposed to amend the list as follows:

- (i) Grant and Donation Policy March 2021
- (ii) Equality and Diversity Policy March 2021
- (iii) Asset Management Policy March 2021
- (iv) Health and Safety Policy March 2021

Cllr Somervail seconded the amendment and it was resolved unanimously.
Cllr Somervail seconded the motion and it was resolved unanimously.

The following policies will be on the agenda for the next council meeting.

- (v) Amended Standing Order Mar 2021
- (vi) GDPR Mar 2021
- (vii) Freedom of Information Mar 2021
- (viii) Publication Scheme Mar 2021
- (ix) Press and Media Policy Mar 2021

Cllr. Clarke proposed that the Annual Council Meeting originally planned for 17th May, and the Annual Parish Meeting will take place remotely on Wed 5th May 2021. The Annual Council Meeting will follow on from Annual Parish Meeting.
Cllr Somervail seconded the motion and it was resolved unanimously.

Ex/17/21

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 5th May 2021 Meeting at 7.00pm via Zoom Meeting.