



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

116D High Street

Northchurch

HP4 3QN

Tel. 079543493002

Email: [clerk@northchurchparishcouncil.gov.uk](mailto:clerk@northchurchparishcouncil.gov.uk)

[www.northchurchparishcouncil.gov.uk](http://www.northchurchparishcouncil.gov.uk)

---

**MINUTES OF THE ANNUAL MEETING OF NORTHCHURCH PARISH COUNCIL  
16<sup>th</sup> May 2022 at 6.30 pm at the Social Centre Bell Lane Northchurch HP3 3RD**

**MEMBERS PRESENT:**

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

**ALSO PRESENT:**

County Councillor	Terry Douris
Officer	Mrs U Kilich Parish Clerk
Members of the public	Three members of the public

**01/22 ELECTION OF CHAIR**

To elect a Chair for the year 2022/23 and sign the Declaration of Acceptance of Office.

**RESOLVED**, proposed by Cllr Somervail seconded by Cllr Godfrey to appoint Cllr Jon Clarke as Chairman for the year 2022/23. Unanimously agreed.

**02/22 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR**

Cllr Clarke signed the Declaration of Office.

**03/22 ELECTION OF VICE-CHAIR**

To elect a Vice-Chair for the year 2022/23 and sign the Declaration of Acceptance of Office.

**RESOLVED**, proposed by Cllr Clarke, seconded by Cllr Capozzi to appoint Cllr Mark Somervail as Deputy Chair for the year 2022/23. Unanimously agreed.

**04/22 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIR**

Cllr Somervail signed the Declaration of Acceptance of Office.

**05/22 APOLOGIES FOR THE ABSENCE**

Apologies for the absence received from Cllr Pringle. **RESOLVED**, Cllr Clarke proposed to accept the absence of apology, seconded by Cllr Capozzi. Unanimously agreed.

## **06/22 DECLARATIONS OF INTEREST**

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

## **07/21 Public Participation allowed 15 minutes**

## **08/22 MINUTES**

a. To approve the minutes of the meeting of 4<sup>th</sup> April 2022 Full Council and the Extraordinary Meeting on 25<sup>th</sup> April 2022.

**RESOLVED**, that these Minutes (two sets) be agreed as a true and accurate record of the proceedings and be duly signed by the Chair, proposed by Cllr Clarke, seconded by Cllr Edwards. Unanimously agreed.

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

## **09/22 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillors  
Cllr Douris gave his report on the following items:

- a. Going into the new financial year and budget on highways, Cllr Douris informed members that the projects previously reported are in progress, such as a speed volume count on Durrants Lane, 20 mph zone on Mandelyns, and double yellow lines on both Darrs Lane and at the junction of High Street and Mandelyns.
- b. Part of Darrs Lane will be resurfaced
- c. Herts County Council will see around 540 street parties taking place to celebrate Queen's Jubilee
- d. Secondary school allocations have gone through smoothly
- e. Commonwealth Games Queen's Baton Relay to visit Hemel Hempstead on the 8<sup>th</sup> July 2022
- f. Cllr Douris had been in communication with Herts Highways to speed up the process of adopting the Northchurch street lights, which he did with success. Any overpayment of the bills can be claimed back from the energy provider.
- g. Cllr Capozzi asked if Herts Highways had plans to resurface the footpath adjacent to Northchurch Cricket Club. Cllr Douris seemed to think not, this is because Ringways have a planned budget.
- h. Cllr Clarke asked Cllr Douris to think about the road safety issues on High Street, especially with the new playground, Cllr Douris wanted to know if NPC will contribute to any planned work to which the answer was "yes". Another suggestion Cllr Douris made was to possibly relocate the Speed Indicator Device to help with the speeding on the high street. Any issues with the drains should be reported to Highways fault reporting.

## 10/22 CHAIRMAN'S REPORT

- a. Update on street lights – Herts County Council has successfully adopted the street lights
- b. Update on Bon Soiree and future plans – the owner said due to staff shortage he had not been able to progress with the plans, however, he is now fully staffed and will reopen the Coffee shop. The benches have been installed outside.
- c. Update on Eric Cook and donating £30 to Rotary – The late Eric Cook passed away in April. He ran the butchers for 50 years, he was a keen sportsman. The family asked for money to be donated to the Rotary as opposed to flowers.
- d. Filming production DBC for potential additional income – Cllr Douris suggested there is a huge opportunity for filming in Herts, with many of the studios in the area. The Clerk will liaise with DBC to arrange for a meeting to take place.
- e. Dacorum Environmental Forum Meeting via Zoom – invite to attend the DEF, Cllr Clarke mentioned that the meetings are very much centred around Hemel Hempstead. Cllr Godfrey will be attending the next DEF meeting.

## 11/22 CLERKS REPORT

- a. HAPTC update on Model Standing Order changes to Procurement section 18. The Clerk reported that the Standing Order with the latest changes.

## 12/22 Cllr. Capozzi proposes that NPC adopts the policies and governance documents circulated by email to Councillors for 2022/23.

**RESOLVED**, proposed by Cllr Capozzi, seconded by Cllr Somervail. Unanimously agreed. The Code of Conduct was signed by the Councillors present.

- 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. Risk Assessment
- r. Standing Orders (updated)
- s. Terms of Reference

**13/22 Cllr. Clarke proposes that the Councillors are appointed to the committees shown in the table below, and two non-Councillors, John Porter and Claire James, are re-appointed to the Open Space Committee.**

**RESOLVED**, proposed by Cllr Clarke, seconded by Cllr Pocock. Unanimously agreed. Cllr Godfrey pointed out that Cllr Clarke only proposed Cllrs and not Jon Porter or Claire James to reappoint them on Open Space Committee

**RESOLVED, Cllr Godfrey pointed out that when Cllr Clarke read the motion he only mentioned Cllrs and not Jon Porter or Claire James to reappoint them on Open Space Committee. Proposed** by Cllr Clarke, seconded by Cllr Godfrey to appoint Jon Porter and Claire James on Open Space Committee, seconded by Cllr Pocock. Unanimously agreed.

Members								
Members	Jon Clarke	Beryl Edwards	Gordon Godfrey	Michela Capozzi	Lara Pringle	Neil Pocock	Sue Rees	Mark Somervail
<b>Committees</b>								
Planning		Chair	✓			Vice C.	✓	✓
Allotments		✓	Chair			Vice C.	✓	
Finance & General Purpose	✓		✓	Chair				Vice Chair
Open Space*	Chair		✓	✓	✓	✓		Vice C.
Road Traffic	✓			Vice Chair	Chair			✓

**14/22 Cllr. Clarke proposes that NPC appoint representatives on outside groups**

**RESOLVED**, proposed by Cllr Clarke, seconded by Cllr Pocock 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

**15/22 Cllr Clarke proposes to adopt the Mission Statement for 2022/23.**

**RESOLVED**, proposed by Cllr Clarke, seconded by Cllr Somervail, however it was suggested at the next F&GP to reflect on the priorities for 2022/23. Unanimously agreed.

## **16/22 FINANCE AND GENERAL PURPOSES**

- a. Approval of Annual Governance Accountability Return 2021/22 to be signed by the Chair and Responsible Finance Officer.  
**RESOLVED**, proposed by Cllr Capozzi, seconded by Cllr Clarke. Unanimously agreed to approve the AGAR 2021/22.
- b. Cllr Capozzi proposes to transfer £65k from Unity Trust Bank Account to NS&I as per NPC's Investment Strategy  
**RESOLVED**, proposed by Cllr Capozzi, seconded by Cllr Godfrey. Unanimously agreed.
- c. Cllr Clarke proposes that the Clerk has the authority to transfer money from Unity Trust to other bank accounts should the balance exceed £85k.  
Cllr Clarke proposed to amend the motion to withdraw the proposal, seconded by Cllr Somervail. Unanimously agreed.

**RESOLVED**, Cllr Clarke proposed to withdraw the motion, seconded by Cllr Capozzi. Unanimously agreed. The item is to be re-considered at F&GP.

- d. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31<sup>st</sup> March 2022.

The Council reviewed the internal auditor's observations with the following comments:

- a. The Council has approached the current insurance provider Gallaghers to review the current Employee Fidelity of £150k. The Council will take the necessary steps to correct the Employee Fidelity.

**RESOLVED**, proposed by Cllr Capozzi, seconded by Cllr Clarke. Unanimously agreed.

Cllr Capozzi proposes to approve the additional premium, which is in the remit for the Chair and Clerk on the basis of the high risk and the council's reputation.

- b. Year To Date Summary 2022/23:

Cllr Capozzi informed members that the YTD Summary has been reviewed by the F&GP Committee.

1. **PRECEPT**; Notification of parish funding was confirmed as received on 8<sup>th</sup> April 2022. The total was £54,359. The Clerk pointed out that the Fiscal Year should read 2022/23.

Precept Demand	£33,330.00
Council Tax Support Grant	£ 218.00
Concurrent Services	£16,099.00
<u>Wardens Grant</u>	<u>£ 4,712.00</u>
<u>Total for 2021/22</u>	<u>£54,359.00</u>

2. Total CIL amount received from DBC for 2022/23 was on 5<sup>th</sup> April for £78,970.30.

### 3. **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)

**RESOLVED**, proposed by Cllr Capozzi, seconded by Cllr Clarke. Unanimously agreed to use the General Power of Competence.

### 4. **Meeting Dates**

To fix dates and venues for Northchurch Parish Council meetings in 2022/23  
Meeting dates will be published on the website

### 5. **Future Agenda Items.**

**To award Angela Shield the Alan Fantham Award for 2022/23.**

The Alan Fantham Award at the next meeting should be awarded to Angela Shield for planting the trees in Dudswell.

## 17/22 **DATE OF NEXT MEETING**

The next meeting will be held on 25<sup>th</sup> June 2022 at 7.00 pm venue is to be confirmed.

Cllr Capozzi mentioned that the date of the next meeting is a Saturday, The Clerk informed it would be the 27<sup>th</sup>.

The meeting concluded at 19.24