



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)

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## **ANNUAL MEETING OF THE PARISH COUNCIL**

**FRIDAY 12<sup>TH</sup> MAY 2023 AT 7.00 PM**

**CRICKET CLUB TRING ROAD NORTHCHURCH**

**HP4 3RD**

### **MEMBERS PRESENT:**

Michela Capozzi	Chair
Mark Somervail	Vice Chair
Neil Pocock	
Lara Pringle	
Lyndsey Abercromby	
Parul Dix	

### **ALSO PRESENT:**

Officer	Mrs U Kilich Parish Clerk
Members of the public	One member of the public arrived at 7.45 pm

### **01/23 ELECTION OF CHAIR**

To elect a Chair for the ensuing Council year

This item was chaired by the current Vice-Chair, Cllr M Somervail.

Resolved, proposed by Cllr Somervail, seconded Cllr Pocock to appoint Cllr Capozzi as Chair for the year 2023/24. Unanimously agreed.

### **02/23 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR**

Cllr Capozzi signed the declaration of acceptance of office.

### **03/23 ELECTION OF VICE CHAIR**

To elect a Vice Chair

Resolved, proposed Cllr Capozzi, seconded Cllr Pringle to appoint Cllr Somervail as Vice-Chair for the year 2023/24. Unanimously agreed.

### **04/23 DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIR**

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

Cllr Somervail signed the declaration of acceptance of office.

### **05/23 APOLOGIES FOR ABSENCE**

To receive apologies for absence

Apologies of absence received from Cllrs Godfrey, Edwards and Rees for the reasons stated in the email.

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to accept the apologies of absence. Unanimously agreed.

#### **06/23 DECLARATIONS OF INTEREST**

To declare an interest linked to any item on the agenda

There was no declaration of interest to report.

#### **07/23 Public Participation is allowed 15 minutes**

##### **Road safety**

Questions have been received by a member of the public and the 'Safer Roads for Northchurch' group. Responses were emailed and will be available as an appendix to the approved minutes of this meeting.

#### **08/23 MINUTES**

- a. To approve the minutes of the meeting of the 3<sup>rd</sup> April 2023 Full Council Meeting  
Resolved, proposed by Cllr Capozzi, seconded Cllr Somervail that these Minutes 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 agenda items below  
Minutes from 3<sup>rd</sup> April 2023 item 90/22 c. NPC has not had any response to the proposal below.

*Cllr Capozzi proposes to contact residents on High Street and New Road to ask whether they would fix a '20s plenty' sticker to their bins to help reduce speed*

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

#### **09/23 REPORT FROM BOROUGH/COUNTY COUNCILLORS**

To receive a report from Borough/County Councillors

Cllr Pringle reported on the following:

1. There is a change of leadership at Dacorum Borough Council (DBC), it was reported that there is a funding crisis at DBC as well as the rest of the country. Due to the funding crisis, DBC is struggling to meet its targets, especially in the area of recruitment. Despite the funding crisis, the new leadership have taken a proactive approach and will aim to deliver the services.
2. Local plans are being reviewed, and DBC is looking at Brownfield Sites for development.
3. Elderly residents off Herons Elm are concerned about the crossing by Tesco, the residents are considering starting a petition to the County Councillor.

#### **10/23 CHAIRMAN'S REPORT**

- a. Dacorum Borough Council - Paradise Design Code Supplementary Planning Document Adoption Statement. For more information please [click here](#)
- b. CPRE Guide to protecting valued green spaces. For more information please [click here](#)
- c. HAPTC DLUHC Consultation On Infrastructure Levy HAPTC. For more information please [click here](#)
- d. Agenda for Dacorum Environmental Forum Meeting on Thursday, May 11th 2023. For more information please [click here](#)
- e. Newsletter from DBC (for Councillors only)

- f. Meeting with Cllr Douris to discuss a new dropped-kerb on New Road opposite the canal footpath and introducing a 20mph zone outside St Mary's school, parking outside the school is chaos.

### **11/23 CLERKS REPORT**

**a. HAPTC New Councillors Training**

The Clerk informed members that as NPC is no longer a member of HAPTC, any training will be at a higher cost depending on availability. It was proposed that should HAPTC not have availability, to book new councillors training with Buckinghamshire & Milton Keynes Association of Local Councils.

### **12/23 Cllr. Capozzi proposes that NPC adopts the policies and governance documents**

It was proposed by Cllr Capozzi to amend some of the Policies/Procedures, seconded by Cllr Somervail. Unanimously agreed.

The amendments are for the following policies/procedures;

- Allotment Disputes Policy
- Complaints Procedure
- Equality and Diversity Policy
- Grants and Donations Policy
- Investment Strategy

Missing from the list are;

- Social Media Policy
- Register of Financial Interest Form

- a. Allotment Disputes
- b. Allotment Rules and Regulations
- c. Asset Management Policy
- d. Code of Conduct
- e. Complaints Policy
- f. Dignity at Work Policy
- g. Equal Opportunities and Diversity Policy
- h. Financial Regulations
- i. Freedom of Information Policy
- j. GDPR Policy
- k. Grant and Donation Policy
- l. Grievance Policy
- m. Health & Safety Policy
- n. Investment Policy
- o. Publication Scheme
- p. Press and Media Policy
- q. Recruitment and Selection Policy
- r. Risk Assessment
- s. Standing Orders
- t. Terms of Reference

Resolved, proposed Cllr Capozzi, seconded Cllr Somervail that the above be approved. Unanimously agreed. Circulated by email to Councillors for 2023/24. All councillors signed the Code of Conduct once it was approved.

### **13/23 Cllr. Capozzi proposes that the Councillors are appointed to the committees shown in the table below**

Resolved, proposed by Cllr Capozzi to accept the changes (from the agenda) on the Chair for Planning, F&GP, Allotment and insert Vice Chair, seconded by Cllr Somervail. Unanimously agreed.

Resolved proposed Cllr Capozzi, seconded Cllr Pocock to approve the representatives as attached. Unanimously agreed.

Members for Committees								
Members	Michela Capozzi	Mark Somervail	Gordon Godfrey	Neil Pocock	Lara Pringle	Lyndsey Abercromby	Parul Dix	VACANT
Committees								
Planning Committee	✓	Chair	✓	Vice Chair	✓	✓	✓	
Allotments Committee		✓	Chair	Vice Chair		✓	✓	
Finance & General Purposes Committee	Chair	Vice Chair	✓	✓		✓		

**14/23 Cllr. Capozzi proposes that NPC appoint representatives from outside groups**

RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Pocock to accept the representative list in the table below. Unanimously agreed.

Representatives on Outside Groups	
Organisation	Councillor
Northchurch United Charities	Neil Pocock and Parul Dix
Canal and Bulbourne Liaison	Lara Pringle and Mark Somervail
St Mary's School Governor	Lara Pringle Liaison (not in full capacity)
Ashridge Estate Committee	Lara Pringle and Lyndsey Abercromby

**15/23 Cllr Capozzi proposes to adopt the Mission Statement for 2023/24**

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to adopt the Mission Statement for 2023/24 is to help local people improve their physical and mental well-being, make our roads safer, protect and improve access to the Green Belt and other open spaces, preserve the environment and increase biodiversity, preserve the historic identity of Northchurch, be open and accessible, engage with local people in decision making. Unanimously agreed.

**16/23 FINANCE AND GENERAL PURPOSES**

- Cllr Capozzi proposes the Approval of the Annual Governance Accountability Return (AGAR) 2022/23 to be signed by the Chair and Responsible Finance Officer.  
RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Pocock for the Chair and the RFO to sign the AGAR 2022/23 form for submission to PKF Littlejohn. Unanimously agreed.
- Cllr Capozzi proposes to accept the YTD Summary for 2023/34  
Resolved, proposed by Cllr Capozzi to amend the date as 2023/24, seconded by Cllr Pringle. Unanimously agreed.  
RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Pringle. Unanimously agreed. Resolved proposed by Cllr Capozzi, seconded by Cllr Pringle to amend the date as 2023/24.
- Cllr Capozzi informed members that a sum of £30k was transferred from Unity Trust to NS&I bank.  
Cllr Capozzi informed members that £30k has been transferred to NS&I bank in line with Investment Strategy.

- d. To discuss the Internal Audit Report from Audit Solutions and take action for Year-End 31<sup>st</sup> March 2023.  
Cllr Capozzi informed members that the Internal Audit Report was good and to note and agree on the sum of precepts to be minuted in future.
- e. Cllr Capozzi proposes £500 is approved for the purchase and installation of information notices in the recreation ground particularly for noise and picking up dog waste  
RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Somervail. Unanimously agreed.
- f. Cllr Capozzi proposes the Post Office forwarding service is not renewed  
RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Somervail. Unanimously agreed.
- g. Cllr Capozzi proposes Alex Garrett is allowed to run her yoga classes at the recreation ground for 6 months without paying fees after which her use of the recreation ground will be reviewed.  
RESOLVED, proposed by Cllr Capozzi, seconded by Cllr Abercromby. Unanimously agreed.

1. **PRECEPT**; Notification of parish funding was confirmed as received on 14<sup>th</sup> April 2023.  
The total was £59,421

Precept Demand	£38,330.00
Council Tax Support Grant	£ 0.00
Concurrent Services	£16,099.00
Wardens Grant	£ 4,992.00

<u>Total for 2023/24</u>	<u>£59,421.00</u>
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## 2. 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:

Resolved, proposed by Cllr Capozzi proposes to accept the General Power of Competence is met, seconded by Cllr Somervail. Unanimously agreed.

- a. A two-thirds electoral mandate
- b. A qualified Clerk (CiLCA) (Levels 4 and 5 of Community Governance completed)

## 3. Meeting Dates

Meeting dates and venues for Northchurch Parish Council meetings in 2023/24 have been determined as attached.

## 4. Future Agenda Items

1. To propose a reasonable charge for child care for councillors to attend meetings, chargeable to Northchurch Parish Council.

## 17/23 DATE OF NEXT MEETING

The next meeting will be held on 26<sup>th</sup> June 2022 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 8.07 pm.