



NORTHCHURCH PARISH COUNCIL
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ANNUAL MEETING OF THE PARISH COUNCIL MINUTES MONDAY 11TH MAY 2026 AT 7.00 PM SOCIAL CENTRE BELL LANE NORTHCHURCH HP4 3RD

The meeting started 19.03

Councillors Present

Michela Capozzi
Mark Somervail
Neil Pocock
Chris Syers
Sacha Hughes
Parul Dix

Chair
Vice Chair

01/26 ELECTION OF CHAIR

To elect a Chair for the ensuing Council year

The item was opened by Cllr Somervail, who nominated Cllr Michela Capozzi as a Chair for the year 2026/27, this motion was seconded by Cllr Pocock. Unanimously agreed.

02/26 DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR

The Chair is to sign the Declaration of Acceptance of the Office of the Chair

The Chair signed the Declaration of Acceptance of Office of Chair.

03/26 ELECTION OF VICE CHAIR

To elect a Vice Chair

Cllr Capozzi nominated Cllr Somervail as Vice Chair, seconded by Cllr Hughes. It was unanimously agreed to appoint Cllr Somervail as Vice Chair.

04/26 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 of Vice-Chair.

05/26 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to accept apologies for absence from Cllr Pringle. Unanimously agreed. Cllr Smith-Wright (County Councillor) also sent her apologies.

06/26 DECLARATIONS OF INTEREST

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

07/26 Public Participation is allowed 15 minutes

Nothing to report.

08/26 MINUTES

- a. To approve the minutes of the meeting of the 27th of April 2026 Full Council Meeting Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to accept the Minutes of 27th April 2026 as a true and accurate representation of the meeting. Unanimously agreed.
- b. Matters arising from previous meetings that are not included as agenda items below
No matters arising from previous meetings.

09/26 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors
Cllr Smith-Wright was unable to attend the meeting; however, she provided an update on matters outstanding in Northchurch. Please click [here](#) to view the report.

10/26 CHAIRMAN'S REPORT

- a. Changes to Dacorums Scheme Delegation (Council only)
- b. Enquiry made for Community Grant for Merling Croft – the application was withdrawn
- c. Berkhamsted Citizens Association Fund Raising Event 7th May 2026
- d. Upper Bubourne Report April 2026

11/26 CLERKS REPORT

- a. DBC weekly Newsletter (Councillors only)

12/26 ROAD SAFETY

Nothing to report.

13/26 OPEN SPACE

- a. Meeting in the recreation ground with a sewer treatment plant manufacturer where several options were discussed. Further investigation works required.
- b. Proposal to pay for additional ad-hoc commercial bin collections instead of changing the contract. Please see below for the approval of ad-hoc commercial waste bin collection.
- c. The old DBC wooden noticeboard has been refurbished and will be installed on the reverse of the NPC noticeboard outside the shops for members of the public to use.

14/26 ALLOTMENT

- a. Allotment Inspection dates set, email sent out to Allotment Holders.
- b. Cllrs Hughes & Dix assisting in resolving a matter with a plot holder on the upper site.
- c. Copies of the reports submitted by the NAA Allotment Reps to the 2026 NAA AGM held on 25th April 2026. Both the upper and lower sites are looking nice and tidy. It was mentioned that allotment holders appreciate the inspection dates being shared with them.

15/26 Cllr. Capozzi proposes that NPC adopts the policies and governance documents. Please follow the link for the Policies for 2025, once approved the Policies will be replaced with May 2026 date. [Policies - North Church Parish Council](#)

Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the Policies and Procedures listed below. Unanimously agreed.

- a. Allotment Disputes
- b. Allotment Conditions & Cultivation Policy the date on the policy needed amending
- c. Allotment Rules and Regulations
- d. Asset Management Policy
- e. Code of Conduct
- f. Complaints Policy the link updated
- g. Dignity at Work Policy
- h. Equality and Diversity Policy
- i. Financial Regulations
- j. Freedom of Information Policy
- k. GDPR Policy
- l. Grant and Donation Policy
- m. General Reserves Policy
- n. Grievance Policy the date on the policy needed amending
- o. Habitual or Vexatious Complaints Policy the footer date amended
- p. Health & Safety Policy
- q. Investment Policy
- r. IT Policy
- s. Model Standing Order Policy – Standing Order Policy 2026 the policy should be Referred as Standing Order
- t. Publication Scheme
- u. Press and Media Policy
- v. Recruitment and Selection Policy
- w. Risk Assessment
- x. Social Media Policy
- y. Terms of Reference
- z. Virement Policy
- aa. Volunteer's Policy – the date on the policy needed amending

16/26 Cllr. Capozzi proposes that the Councillors are appointed to the committees shown in the table below.

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to accept the appointment of the committees shown below. Unanimously agreed.

Members for Committees								
Members	Michela Capozzi	Mark Somervail	Neil Pocock	Lara Pringle	Chris Syers	Parul Dix	Sacha Hughes	VACANT
Committees								
Planning Committee	✓	✓	✓	✓	Chair	✓	✓	
Allotments Committee	Chair	✓	✓		✓	✓	✓	
Finance & General Purposes Committee	Chair	✓			✓		✓	

17/26 Cllr. Capozzi proposes that NPC appoint representatives from outside groups

Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to appoint representatives from outside groups as table shown below. Unanimously agreed.

Representatives on Outside Groups	
Organisation	Councillor
Northchurch United Charities	Cllr Pocock and Cllr Dix
Canal and Bulbourne Liaison	N/A
Ashridge Estate Committee	Cllr Hughes

18/26 Cllr Capozzi proposes to adopt the Mission Statement for 2026/27

Mission statement as previously. Proposed by Cllr Capozzi seconded by Cllr Somervail. Unanimously agreed.

1. *Help local people to improve their physical health and mental wellbeing*
2. *Make our roads safer*
3. *Protect and improve access to the Green Belt and other open spaces*
4. *Preserve the environment and increase biodiversity*
5. *Be open and accessible*
6. *Engage local people in decision making*

19/26 FINANCE AND GENERAL PURPOSES

a. Cllr Capozzi proposes to approve the following documents relating to Audit 2025/26

- To approve the Asset Register for March 2026
- To review the Internal Audit Summary and Year End Internal Audit Observations
- To review the Internal Audit Report for 2025/26
- To approve AGAR Section 1 Annual Governance Statement 2025/26
- To approve AGAR Section 2 Accounting Statements 2025/26
- To approve dates for the Exercise of Public Rights
- To approve CiL Schedule for 2025/26

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the documents relating to Audit 2025/26 in the order listed. AGAR Section 1 Annual Governance Statement 2025/26 approved before AGAR Section 2 Accounting Statements 2025/26. Unanimously agreed.

b. Cllr Capozzi proposes to discuss and decide on Plan for Neighbourhood Proposal.

Dr Julier Battersby, who is a resident requested that Northchurch Parish Council (NPC) consider adopting a Neighbourhood Plan, which would provide benefits to the residents of Northchurch. Dr Battersby expressed support for the proposal; however, it was noted that the initiative would need to be led by a dedicated Working Group. NPC could consider adopting a similar template to that used by Berkhamsted Town Council.

It was resolved, proposed by Cllr Capozzi and seconded by Cllr Dix, that whilst NPC supports the principle of developing a Neighbourhood Plan, the Council does not currently have the resources to lead the proposal. Cllr Capozzi further stated that NPC would support any Working Group prepared to take the proposal forward.

The motion was unanimously agreed.

- c. Cllr Capozzi proposes to approve additional funds for ad-hoc commercial bin waste collection to cover the summer/early autumn months to a value of 6 x £24.30 = £145.80.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the costs related to ad hoc commercial waste bin. Unanimously agreed.
- d. Cllr Capozzi proposes to approve a budget of £100 for the installation (including fixings etc) of the noticeboard outside the shops
Resolved, proposed by Cllr Capozzi, seconded by Cllr Dix to approve a budget of £100 for the installation of the noticeboard outside the shops. Unanimously agreed.
- e. Cllr Capozzi proposes that the Council discuss and determine which electricity supplier NPC should appoint for the electricity supply at the recreational ground.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail. Eon next.
Unanimously agreed.
- f. **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:

Northchurch Parish Council does not qualify to exercise the General Power of Competence because it does not currently have the required number of elected councillors as set out in the relevant statutory conditions. Although the Clerk holds the Level 6 qualification in Community Governance, the Council must also satisfy the elected Councillor requirement in order to be eligible to adopt the General Power of Competence.

20/26 Planning Application

Reference: 26/01023/TCA

Proposal: Works to tree

Address: Flat the George and Dragon 87 High Street Northchurch Berkhamsted
Hertfordshire

NPC: Refer to the Tree Officer.

21/26 Future Agenda Items

Skate ramp some design will be presented. The skate ramp will be for the younger children.

22/26 DATE OF NEXT MEETING

The next meeting will be held on 15th June 2026 at 7.00 pm Social Centre Bell Lane
Northchurch HP4 3 RD

The meeting concluded at 20.04.