



NORTHCHURCH PARISH COUNCIL
Clerk to the Council: Usha Kilich
Northchurch Parish Council
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**MEETING OF THE PARISH COUNCIL
MONDAY 30TH MARCH 2026 AT 7.00 PM
SOCIAL CENTRE BELL LANE NORTHCHURCH
HP4 3RD**

To Councillors:

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

Chair
Vice Chair

Dear Councillors

You are hereby summoned to attend a meeting of Northchurch Parish Council on Monday 30 March 2026 at 7.00 pm for the purpose of transacting the following business.

To access the documents please visit www.northchurchparishcouncil.gov.uk

Usha Kilich
Proper Officer
25th March 2026

AGENDA

97/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

98/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

99/25 MINUTES

- a. To approve the minutes of the meeting of the.
 - Full Council Meeting on 16th February 2026
 - EOM 9th March 2026

- b. Matters arising from previous meetings that are not included as agenda items below

100/25 PUBLIC PARTICIPATION (15 minutes)

101/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

102/25 CHAIR'S REPORT/CORRESPONDANCE RECEIVED

- a. DBC and DMC Consultation (Council only)
- b. Town and Parish Council update (Council only)
- c. Ashridge Estate protecting roots. For more information [click here](#)
- d. Have your say on post-16 supported [transport policy](#) changes
- e. DBC sets Council [Tax for 2026/27](#)
- f. Changed Arrangements for [Hemel Garden](#) Communities Supplementary Planning Documents Consultation Events – Monday 2 March 2026
- g. Grand Union Canal Transfer. For more information please [click here](#)
- h. Berkhamsted Citizens Association on major development on land adj to [Blegberry Gardens](#)

103/25 CLERKS REPORT (verbal)

- a. To produce action list and comments
- b. To update on latest news from DBC

104/25 ROAD SAFETY

- a. Darrs Lane speeding issues

105/25 OPEN SPACE

- a. Abandoned car in Northchurch
- b. Northchurch Common grass cutting of the verge on the dangerous S bend of New Road. (Email sent to Cllr Smith-Wright)

106/25 ALLOTMENT

- a. Allotment inspection date to be determined.
- b. Allotment potholes

107/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Somervail proposes to approve the YTD Summary for February 2026

- b. Cllr Somervail proposes to approve the bank reconciliation, receipts and payments February 2026

- c. Cllr Capozzi proposes to approve a quote for the annual Playground Inspection of £255.00

108/25 Exclusion of Press and Public: To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

109/25 FUTURE AGENDA ITEMS

- a. Audit Report and Year End Documents

110/25 DATE OF NEXT MEETING

The next meeting will be held on 27th April 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD



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MINUTES OF THE MEETING OF NORTHCHURCH PARISH COUNCIL

16th February 2026 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

The meeting commenced at 19.03

Members Present:

Cllr S Hughes
Cllr C Syers
Cllr Pringle

Also, present Mrs U Kilich Parish Clerk and two members of the public.

83/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

Resolved, proposed by Cllr Hughes, seconded by Cllr Syers to accept the apologies of absence from Cllr's Capozzi, Somervail, Pocock, and Dix. Unanimously agreed. Apologies of absence also received from County Councillor Smith-Wright.

In the absence of the Chair Cllr Capozzi and Deputy Chair Cllr Somervail, Cllr Hughes conducted the meeting.

84/25 DECLARATIONS OF INTEREST

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

85/25 MINUTES

- a. To approve the minutes of the meeting of the.
 - Full Council Meeting on 12th January 2026
Resolved, proposed by Cllr Hughes, seconded by Cllr Pringle to approve the minutes of 12th January 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
 - SRT Lease Agreement shared with Sunnyside Rural Trust. NPC has received a response from SRT confirming that they agree with the terms of the new lease agreement and requesting confirmation of the revised rent applicable from 1 April 2026.

86/25 PUBLIC PARTICIPATION (15 minutes)

Nothing to report

87/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

The following report received from Cllr Smith-Wright via email

Report from County Councillor Smith-Wright which focused on the Budget 2026/27.

Draft Budget 2026/27 – Summary

- £108m additional investment in frontline services.
- Major funding increases for Adult Social Care and Children’s Services.
- £21m for residential/home care; £23m for adult disability support.
- £16m for children in care; £6.3m for SEND; £1.4m fostering uplift.
- £1.5m to expand 20mph zones.

Capital Investment

- £1.3bn over four years, including:
 - £140m for SEND school places
 - £377m for roads

Financial Position

- Significant demand and cost pressures.
- Government reforms to reduce funding by £40m+ annually by 2028/29.
- £55m savings planned; £12m income growth.
- £5m reserves to be used.
- Proposed Council Tax rise: 2.99% + 2% Adult Social Care precept.

Next Step: Full Council debate on 17 February.

Northchurch residents to report potholes by following this [link](#). Each pothole should be reported individually.

Road Repair Timescales

- Emergency/urgent faults: 2–24 hours
- Permanent pothole repairs: 1–4 weeks (if meeting intervention levels)
- Street lighting faults: Within 4 weeks (non-A/B/C roads)
- Non-emergency works: Assessed and scheduled within routine maintenance programmes

Timescales may be affected by severe weather.

Borough Councillor Pringle has reported about the potholes, on Bell Lane. Cllr Pringle reiterated that each pothole should be reported by following the link above.

88/25 CHAIR’S REPORT/CORRESPONDANCE RECEIVED

- a. Herts icy road update (Cllr C Smith-Wright)
- b. HMRC PAYE update with a credit of £800.97
- c. Unity Trust Business Corporate Card one off set up charge of £50
- d. Statutory Consultation on the proposal to open a Special Educational Needs and Disabilities (SEND) unit at Westfield Primary School, Barkhamsted, during the 2026/27 academic year

- e. Bulbourne Report January 2026
- f. NPC Webpage updated with ICO certification
- g. Berkhamsted Citizens Association Proposed Local Developments
- h. Protecting Ashridge – Protecting Our Roots Initiative. Public Engagement Event Sunday 8th March 2026.
- i. Government launch [consultation](#) on Hertfordshire's Local Government Reorganisation proposals

89/25 CLERKS REPORT (verbal)

- a. To produce action list and comments – the Clerk reported that all Allotment related items will be carried out from March/April onwards.
- b. To update on latest news from DBC

90/25 ROAD SAFETY

- a. The Council notes the more frequent attendance of police speed check units on Tring Road and welcomes this action to help reduce traffic speed through Northchurch.

91/25 OPEN SPACE

- a. A report of dead branches overhanging the footpath to the private premises behind the lower allotment found minor tree works were needed asap.
- b. To discuss and complete DBC Further Consultation form – the Clerk will complete the necessary form, the completed form will be shared with the Councillors.
- c. NPC has been approached by a member of the public requesting permission to advertise her Pilates services on the locked noticeboard. This would constitute a chargeable service; it was unanimously agreed to charge £5.00.
- d. St Mary's School Association has contacted NPC to enquire whether the Council would be willing to take over the management of the defibrillator. Resolved, proposed by Cllr Hughes, seconded by Cllr Syers that NPC will not be taking over the management of the defibrillator. Unanimously agreed.

92/25 ALLOTMENT

The Clerk informed members that inspection dates will be released in due course.

93/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Hughes proposes to approve the YTD Summary for January 2026
Resolved, proposed by Cllr Hughes, seconded by Cllr Pringle to approve the YTD Summary for January 2026. Unanimously agreed.
- b. Cllr Hughes proposes to approve the bank reconciliation, receipts and payments January 2026
Resolved, proposed by Cllr Hughes, seconded by Cllr Pringle to approve the bank reconciliation, receipts and payments for January 2026. Unanimously agreed.
- c. Cllr Hughes proposes to approve the quote for £576 to carry out remedial tree work on branches overhanging the footpath to the private premises behind the lower allotment
Resolved, proposed by Cllr Hughes, seconded by Cllr Pringle to approve the £576 to carry out the remedial tree work on the branches overhanging the footpath to the private premises behind the lower site allotment. Unanimously agreed.
- d. Cllr Hughes proposes to approve £500 for the removal of the skate ramp at the recreation ground.
Resolved, proposed by Cllr Hughes, seconded by Cllr Syers to approve £500 to remove

the skate ramp. Unanimously agreed.

- e. Cllr Hughes proposes to approve £150 plus VAT to carry out WCAG 2.2 Level AA compliant audit.
Resolved, proposed by Cllr Hughes, seconded by Cllr Syers to approve the £150 plus VAT to carry out the WCAG 2.2 Level AA compliant audit. Unanimously agreed.
- f. Cllr Hughes proposes to appoint Audit Solutions to carry out the internal audit for 2025/26. Audit Solutions will not be available from 2027 so NPC will look to appoint another internal auditor for 2026/27
Resolved, proposed by Cllr Hughes, seconded by Cllr Pringle to approve appointing Audit Solutions to carry out the Internal Audit for 2025/26. Unanimously agreed.
- g. Cllr Hughes proposes to adopt the following policies to meet the Assertion 10 requirements
- Accessibility Statement
 - Privacy Policy
 - Management and Retention Policy
 - Members Interest Policy
- Resolved, proposed by Cllr Hughes, seconded by Cllr Syers to approve the four policies listed above. Unanimously agreed.

94/25 Exclusion of Press and Public: To RESOLVE that under Section 1 of the Public Bodies (admission to meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business proceedings.

95/25 FUTURE AGENDA ITEMS

- a. Neighbourhood Plan
- b. Co-option of a member
- c. SRT Lease Agreement

96/25 DATE OF NEXT MEETING

The next meeting will be held on 30th March 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD

The meeting concluded at 19.26



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**Minutes of the Extraordinary Meeting of Northchurch Parish Council
Monday 9th March 2026 at 7.00pm
at Social Centre, Bell Lane, Northchurch, HP4 3 RD**

Those present: Cllr Capozzi, Cllr Pocock, Cllr Hughes, Cllr Pringle, Cllr Pocock, Cllr Dix and Cllr Syers.

Also present: Five members of the public.

- EOM/17/25 To receive apologies for absence, if any.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the apologies for absence from the Parish Clerk. Unanimously agreed.
- EOM/18/25 To receive declarations of interest in items on the agenda
Nothing to record.
- EOM/19/25 Financial Matters
- a. Cllr Capozzi proposes to approve SRT Lease Agreement. The new rent will commence 1st April 2026.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the SRT Lease Agreement. Unanimously agreed.
- EOM/20/25 Next Full Council Meeting will be on 30th March 2026 at 7.00 pm.

The meeting concluded at 19.45

Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
Adminstration			
Cllr Capozzi to liaise with Cllr Caroline Smith Wright for the mirror on New Road and speed bumps	CC Smith-Wright	Oct-25	Emailed Cllr Smith Wright. Follow up email sent 6/11/2025
Cllr Capozzi to discuss the crossing at rec ground in June 2025 possibly under LCWIP	CC Smith-Wright	Oct-25	
Prouludic to reply to email sent out on 28/10/2025	CllrCapozzi	Oct-25	Quote received from Abacus November 2025
Benedict King Chase regarding Street Lights Contract	Case closed as per email 03/11/2025	Nov-25	Last email sent in September 2025, they are waiting on HCC to come back. Cllr Somervail followed with few details, Grahma Baggot will resolve the issue
Bi annual Tree Report	September 2025	Sep-27	Action from the report carried out/actioned 29/10/2025
Opens Spaces			
Install wooden bollards outside Tesco		Dec-25	In progress
Commercial waste bin being installed at the rec ground	Contract received signed	Completed	Contract received, awaiting for two cllrs to give go ahead to sign the contract and set up DD
Install picnic tables	Cllr Capozzi/Pocock	Completed	Work completed
Update the boundary for the allotment area Frances Nunn	Clerk/Cllr Capozzi	Nov-26	Completed
Update Asset register with new playground equipment and laptop	Actioned	Feb-25	Actioned next update March 2026
Allotments			
Numbering allotment plots	Cllr Capozzi/Clerk	Mar-26	
Phase two of the allotment fencing		Mar-26	Not an urgent item and maybe tidying up
To place wooden log outside the allotment gate to deter parking	Clerk/Cllr Capozzi	Nov-25	
Playground			
Planting of willow trees at the rec ground	Majestic Trees	Nov-25	Order placed with Majestic. Tree will be planted on 6/01/2026
Mole Treatment on the Rec Ground	In progress	Nov-25	Work completed
Personal Trainer to reinstate his standing order	In progress	Nov-25	Emailed the PT. Message sent via Whats app as he was seen doing PT session
To relay matting by the trampoline area.	Abacus to quote	Jan-26	Completed
Inspection email to allotment holders	Allotment Holders	Feb-26	Dates to be set

Case closed or dealt with

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	46,106	46,106	0			100.0%	
1090 Investment & Interest	2,044	200	(1,844)			1022.0%	
1110 O2 Mast	2,500	2,500	0			100.0%	
1120 Sunny Side Rural Trust	3,036	3,477	441			87.3%	
Income :- Receipts	53,686	52,283	(1,403)			102.7%	0
Net Receipts	53,686	52,283	(1,403)				
110 Administration							
4000 Staff Salary	23,258	30,405	7,147		7,147	76.5%	
4010 Employers NI Contribution	6,807	4,000	(2,807)		(2,807)	170.2%	
4030 Pension Employer Contribution	831	1,000	169		169	83.1%	
4070 Staff Expenses	180	200	20		20	90.2%	
4080 Staff Training	0	200	200		200	0.0%	
4085 IT Equipment	0	600	600		600	0.0%	
4090 Chairman's Allowance	326	300	(26)		(26)	108.7%	
4095 Councillors Training	0	300	300		300	0.0%	
4100 Councillors Expense	11	300	289		289	3.6%	
4110 Bank Charges	103	100	(3)		(3)	103.3%	
4120 Audit Fees	930	1,200	270		270	77.5%	
4130 Legal Fees	0	2,000	2,000		2,000	0.0%	
4140 Subscriptions & Memberships	36	150	114		114	24.0%	
4150 Insurance	2,640	2,500	(140)		(140)	105.6%	
4160 Stationery & Postage	0	100	100		100	0.0%	
4170 Telephone	115	120	5		5	95.8%	
4180 IT Support	622	700	78		78	88.9%	
4200 Grants and Donations	2,760	6,000	3,240		3,240	46.0%	
4210 Elections	0	1,000	1,000		1,000	0.0%	
4230 Hall Hire	304	800	496		496	38.0%	
4240 Administration Costs	905	1,000	95		95	90.5%	60
4290 Sundries	0	50	50		50	0.0%	
Administration :- Indirect Payments	39,829	53,025	13,197	0	13,197	75.1%	60
Net Payments	(39,829)	(53,025)	(13,197)				
6000 plus Transfer from EMR	60	0	(60)				
Movement to/(from) Gen Reserve	(39,768)	(53,025)	(13,256)				

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Allotments							
1400 Rent Received - Allotment	4,150	4,038	(112)			102.8%	
1405 Allotment Deposit	450	0	(450)			0.0%	210
1410 Water re-charge - SRT	4,053	2,500	(1,553)			162.1%	
1411 Water re-charge - Lower site	225	200	(25)			112.5%	
1412 Water re-charge - Upper site	490	400	(90)			122.5%	
Allotments :- Receipts	9,368	7,138	(2,230)			131.2%	210
4250 Maintenance	1,637	7,506	5,869		5,869	21.8%	
4400 Water - Upper SRT charges	2,848	2,500	(348)		(348)	113.9%	
4410 Water - Lower site charges	636	200	(436)		(436)	317.9%	
4420 Water - Upper site charges	1,281	400	(881)		(881)	320.3%	
Allotments :- Indirect Payments	6,402	10,606	4,204	0	4,204	60.4%	0
Net Receipts over Payments	2,966	(3,468)	(6,434)				
6001 less Transfer to EMR	210	0	(210)				
Movement to/(from) Gen Reserve	2,756	(3,468)	(6,224)				
150 Recreation Ground							
1500 Football Pitch/Sports Income	610	1,000	390			61.0%	
Recreation Ground :- Receipts	610	1,000	390			61.0%	0
4250 Maintenance	5,018	6,773	1,755		1,755	74.1%	
4500 Grass Cutting	1,125	2,500	1,375		1,375	45.0%	
4510 Gate Locking	855	1,140	285		285	75.0%	
Recreation Ground :- Indirect Payments	6,998	10,413	3,415	0	3,415	67.2%	0
Net Receipts over Payments	(6,388)	(9,413)	(3,025)				
160 Open Spaces							
1100 HCC Grass Cutting	3,777	3,714	(63)			101.7%	
1600 Open Spaces Income	16,100	16,100	0			100.0%	
1610 Warden Services	5,290	5,290	0			100.0%	
Open Spaces :- Receipts	25,167	25,104	(63)			100.3%	0
4250 Maintenance	3,180	3,713	533		533	85.6%	
4620 Cemeteries	1,100	4,378	3,278		3,278	25.1%	
Open Spaces :- Indirect Payments	4,280	8,091	3,811	0	3,811	52.9%	0
Net Receipts over Payments	20,887	17,013	(3,874)				

Detailed Receipts & Payments by Budget Heading 28/02/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Playground</u>							
4250 Maintenance	2,938	2,090	(848)		(848)	140.6%	
4700 Safety Checks	876	300	(576)		(576)	292.0%	
4710 Repairs	0	1,000	1,000		1,000	0.0%	
Playground :- Indirect Payments	3,814	3,390	(424)	0	(424)	112.5%	0
Net Payments	(3,814)	(3,390)	424				
<u>180 CiL Projects</u>							
1080 CiL Levy EMR Funding	26,550	0	(26,550)			0.0%	26,550
CiL Projects :- Receipts	26,550	0	(26,550)				26,550
4191 NPC CiL Project	21,501	0	(21,501)		(21,501)	0.0%	21,501
CiL Projects :- Indirect Payments	21,501	0	(21,501)	0	(21,501)		21,501
Net Receipts over Payments	5,049	0	(5,049)				
6000 plus Transfer from EMR	21,501	0	(21,501)				
6001 less Transfer to EMR	26,550	0	(26,550)				
Movement to/(from) Gen Reserve	0	0	0				
<u>999 VAT Data</u>							
115 VAT on Receipts	7,625	0	(7,625)			0.0%	
VAT Data :- Receipts	7,625	0	(7,625)				0
515 VAT on Payments	7,425	0	(7,425)		(7,425)	0.0%	
VAT Data :- Indirect Payments	7,425	0	(7,425)	0	(7,425)		0
Net Receipts over Payments	200	0	(200)				
Grand Totals:- Receipts	123,005	85,525	(37,480)			143.8%	
Payments	90,248	85,525	(4,723)	0	(4,723)	105.5%	
Net Receipts over Payments	32,757	0	(32,757)				
plus Transfer from EMR	21,561	0	(21,561)				
less Transfer to EMR	26,760	0	(26,760)				
Movement to/(from) Gen Reserve	27,559	0	(27,559)				

Northchurch Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

28/02/2026	NS&I ACCOUNT	205,475.89
28/02/2026	ST JAMES PLACE	0.00
28/02/2026	Allotment Tenants Deposit Acco	753.47
28/02/2026	Current Account Unity Trust	51,103.21
28/02/2026	Reserve Account Unity Trust	0.00

257,332.57

Receipts not on Bank Statement

0.00

Closing Balance

257,332.57

All Cash & Bank Accounts

3	NS&I	205,475.89
4	St James Place- CLOSED	0.00
5	Allotment Deposit Account	753.47
6	Current Account Unity Trust	51,103.21
7	Reserve Account Unity Trust	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	257,332.57

Receipts and Payments February 2026

Date	Cheque/Ref	Amnt Paid	Amnt Banker Stat	Amnt	Payee Name or Description
02/02/2026	BACS	50.00		50	Unity Trust Credit Card Charge
02/02/2026	BACS	576.00		576	Tree Monkey Lower Site branch tree
02/02/2026	BACS	183.99		183.99	Usha Kilich
02/02/2026	202		276	276	SRT Lease
12/02/2026	DD	145.39		145.39	Nest Pension Fund
12/02/2026	1202		65	65	Allotment Rent
16/02/2026	BACS	756.00		756	Sunnyside Rural Trust
16/02/2026	DD	1065.72		1065.72	Castle Water
18/02/2026	DD	36.42		36.42	Castle Water
18/02/2026	DD	26.39		26.39	Sage
18/02/2026	BACS	70.88		70.88	Glasdon
18/02/2026	BACS	1912.04		1912.04	Usha Kilich
23/02/2026	2302		2500	2500	02 Lease
28/02/2026	BACS	8.40		8.4	Unity Trust Bank Charges
28/02/2026	DD	145.39		145.39	Nest Pension Fund
28/02/2026	2802		1065.72	1065.72	SRT Water Recharge
		4976.62	3906.72		

Date F&GP

Date Clerk