



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

PO Box 2603

Kings Langley

WD4 4EJ

Tel.07543493002

email: clerk@northchurchparishcouncil.gov.uk

www.northchurchparishcouncil.gov.uk

**MEETING OF THE PARISH COUNCIL
MONDAY 12th JANUARY 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 12 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

7th January 2026

AGENDA

70/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

71/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

72/25 Public Participation is allowed 15 minutes

73/25 MINUTES

- a. To approve the minutes of the meeting of the.
 - Full Council Meeting on 15th December 2025
- b. Matters arising from previous meetings that are not included as agenda items below

74/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

75/25 CHAIR'S REPORT/CORRESPONDANCE RECEIVED

- a. Cllr Capozzi to thank Trish Pocock for her services
- b. Bulbourne December Report
- c. Neighbourhood Plan Wildlife Corridors (received 22/12/2025)
- d. Requests for grit bins from members of the public
- e. Requests for refill the grit bins which belong to NPC

76/25 CLERKS REPORT (verbal)

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

77/25 ROAD SAFETY

- a. An update from County Councillor C Smith-Wright

78/25 OPEN SPACE

79/25 ALLOTMENT

80/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes to approve the YTD Summary for December 2025
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for December 2025
- c. Cllr Capozzi proposes to approve the Precept for 2026/27 at £49822.00 which represents a 7.69% increase from 2025/26
- d. Cllr Capozzi proposes to approve the General Reserves Policy in line with Practitioners Guide
- e. Cllr Capozzi proposes that NPC get monthly contract for the council telephone for £10 or less a month which can be paid by Direct Debit

81/25 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.

82/25 DATE OF NEXT MEETING

The next meeting will be held on 16th February 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

15th December 2025 at 7.00 pm at Social Centre, Bell Lane, Northchurch, HP4 3 RD

Members Present:

Cllr M Capozzi Chair
Cllr M Somervail Deputy Chair

Cllr N Pocock

Cllr S Hughes

Cllr C Syers

Cllr P Dix

Cllr Pringle Arrived at 19.05

Also, present Mrs U Kilich and six members of the public.

57/25 APOLOGIES FOR ABSENCE

To receive apologies for absence

There were no apologies of absence to record.

58/25 DECLARATIONS OF INTEREST

To declare an interest linked to any item on the agenda

Cllr N Pocock declared interest in item 67/25 (f), therefore, did not take part in the final decision making.

59/25 Public Participation is allowed 15 minutes

Two members of the public raised concerns regarding road safety issues, one relating to High Street, Northchurch, and the other concerning New Road.

- Cllr Capozzi briefly reported on Co. Cllr Smith-Wright's report received in November which gave information on her areas of interest in Northchurch.
- Traffic-Calming Measures
Members noted that previously suggested traffic-calming measures, including speed bumps, are no longer considered viable due to concerns relating to air pollution.
- Pedestrian Safety Incident
Members were informed that a resident of New Road was recently struck by a van's wing mirror while walking along the narrow pavement.
- Community Drive Safe Campaign
Following the recent incident, some residents have signed up to the Community Drive Safe campaign and will log and report any further incidents.
- Meeting with County Council

Cllr Pringle suggested that a meeting with County Councillor C. Smith-Wright would be a constructive way to discuss ongoing road safety concerns.

- **Speed Indicator Device**
It was noted that the Speed Indicator Device located outside the recreation ground is not functioning. This will be reported to the Hertfordshire Fault Reporting Team.
- **Communication of Incidents**
It was suggested NPC could reach out to the community through the Northchurch Social Centre and St Mary's school newsletters to ask for information on any road traffic incidents in Northchurch. This would allow Northchurch Parish Council to collate information relating to any incidents occurring within Northchurch and publish updates on the Parish Council website. 'Minor' incidents are not recorded by HCC or the police but are important to understanding the dangers on our roads.

60/25 MINUTES

- a. To approve the minutes of the meeting of the.
 - Full Council Meeting on 10th November 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Minutes of 10th November 2025 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
Northchurch Parish Council is waiting for a response from County Councillor C Smith-Wright on the issues raised following Full Council meeting on 10th November 2025.

61/25 REPORT FROM BOROUGH/COUNTY COUNCILLORS

To receive a report from Borough/County Councillors

Cllr Pringle reported that a resident was unable to use their mobility scooter due to branches fallen from a tree near the bus stop near the shops. This matter has been reported to the County Council, who will inspect the tree to determine whether the tree is deemed to be dangerous.

62/25 CHAIR'S REPORT/CORRESPONDANCE RECEIVED

- a. Cornerstone to carry out upgrade to the telephone mast 6/11/2025
- b. Hertfordshire Councils decide on future council arrangements [click here](#)
- c. Berkhamsted Citizens Association Land South of Berkhamsted ref. [24/02868/MOA](#)
- d. Bulbourne November Report
- e. Protect Where We Play - Campaign to keep Sport England as a Statutory Consultee for Planning Applications
- f. Horizon Scanning Report December 2025

63/25 CLERKS REPORT (verbal)

- a. To produce action list and comments – The Clerk went through the action list and informed members that the final schedule received from Herts County Council is accurate, please see the item below (65/25). Two bollards will be reinstalled outside Tesco's.
- b. To update on latest news from DBC – weekly news shared with Councillors.

64/25 ROAD SAFETY

- a. Detailed discussion during Public Participation

65/25 OPEN SPACE

- a. Cllr Somervail proposes to approve the final schedule for the Light Transfer Northchurch Parish Council 022428. Lights have been transferred over to Herts County Council.

Resolved, proposed by Cllr Somervail, seconded by Cllr Pringle to approve the latest schedule from Herts County Council. Unanimously agreed.

66/25 ALLOTMENT

- a. Update on allotment rent for 2025/26. It was reported that one allotment holder has not paid the rent. The Clerk will follow up with this.

67/25 FINANCE AND GENERAL PURPOSES

- a. Cllr Capozzi proposes approving the YTD Summary for November 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the YTD Summary for November 2025. Unanimously agreed.
- b. Cllr Capozzi proposes to approve the bank reconciliation, receipts and payments for November 2025
Resolved, proposed by Cllr Capozzi, seconded by Cllr Pocock to approve the bank reconciliation, receipts and payments for November 2025.
- c. Cllr Capozzi proposes to update any necessary Policies/Procedures in line with Assertion 10
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to update and publish and necessary Policies/Procedures in line with Assertion 10. Unanimously agreed.
- d. Cllr Capozzi proposes to approve the Budget for 2026/27 recommended by F&GP Working Group
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Budget for 2026/27. Unanimously agreed.
- e. Cllr Capozzi proposes to approve the quotation received to repair the damaged safety surface around the trampoline in the play area for the amount of £2196.00
Resolved, proposed by Cllr Capozzi, seconded by Cllr Syers to approve the quotation for the damaged safety surface around the trampoline are in the playground. Unanimously agreed.
- f. Cllr Capozzi proposes to approve £100 for reinstalling the wooden bollard on the grass verge opposite Tesco.
Cllr Capozzi proposed to change the motion to approve £200 as there are two bollards that need to be reinstalled.
Resolved proposed by Cllr Capozzi, seconded by Cllr Huhes. Unanimously agreed.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve £200 for reinstalling the wooden bollards on the grass verge by Tesco. Unanimously agreed.
- g. Cllr Capozzi proposes that the council accept the quote of £565 plus VAT for the removal of debris resulting from the split branch at the recreation ground.
Resolved, proposed by Cllr Capozzi, seconded by Cllr Hughes to accept the of £565 plus VAT for the removal of debris resulting from the split branch at the recreation ground.
Unanimously agreed.

- 68/25 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.

Sunnyside Rural Trust Lease Agreement.

69/25 DATE OF NEXT MEETING

The next meeting will be held on 12th January 2026 at 7.00 pm Social Centre Bell Lane
Northchurch HP4 3 RD

Meeting concluded at 20.05.

UPPER BULBOURNE REPORT DECEMBER 2025

Here are the water table readings for the upper Bulbourne which we took around 9 am on New Year's Day. As ever, following the report are Bob's monthly rainfall report and annual summary for 2025, Christian Sévigny's garden nature notes and Ned Hunt's observations on Rushey Meadow.

A year ago, in January 2025, the river was flowing through Dudswell. The highest river level this year was recorded on 24 February at 1 pm, reaching 89 cm. It stopped flowing on 11 July, when the level had fallen to 1.43 m. The lowest point of the water table was reached on 29 October at 4 pm, measuring 3.07 m below ground level.

WATER TABLE ON 1 JANUARY, 2026 by Helen and Christian Sévigny

Dudswell Bridge – the northernmost datum point

The water table is 1.94 below datum – a rise of 46 cm over the month. The stream remains dry. We normally start to see a flow in Dudswell when the water table rises to above approximately 1.24 m, so we need to see a rise of 68 cm before we have a river in Dudswell again.

Northchurch Recreation Ground

We managed to get a successful reading this month and the water table is 1.46 below datum. After almost six dry months in Northchurch it was a pleasure to see a healthy flow of crystal clear water here flowing in all channels and refilling the cress beds which have dried up so long ago. The tiny bright green cress plants and water weeds are starting to grow up from the bed. The willows have been shedding branches here again and one large one is lying upstream across the river. The main section of river is about 1.5 to 2 m wide and the depth here approx 10 to 15 cm.



Northchurch Primary School

The water table is 94 cm, a rise of 30 cm since last month. There is now a gentle flow, fairly swift over the shallower sections, between 10 and 12 cm deep. The water is clear mainly over gravel, but there are sizeable patches of dark green blanket weed below the surface, possibly an indication of higher nitrate levels in the water.



Billet Lane Berkhamsted – the southernmost datum point

The water table is 1.48 m below datum – a rise of 22 cm over the past month. There is now a fairly swift flow of water through all three under-road channels. The water is clear, over clean gravel and about 10 to 15 cm deep.

RAINFALL RECORD FOR DECEMBER 2025 by Bob Farrer

This is the rainfall report for the Upper Bulbourne catchment for December. I have added some comments about meteorological trends over the last few years.

A total of 92 mm of rain fell on Dudswell last month. The first week was very wet, the last was dry. The average rainfall for Berkhamsted in December is 81 mm. November is usually the wettest month and so it proved this year (104.5 mm).

2025 has been characterised as an exceptionally dry and sunny year yet we should not forget that it began with very wet weather and some local flooding. 101 mm of rain fell in January but this dropped to only 6 mm in March and the spring and early summer followed this dry trend as temperatures built to record levels across the UK.

The local annual rainfall total for 2025 was 636 mm, this was low but not exceptional; 2017 (629 mm) and 2018 (593 mm) were both drier. We must remember that regional rainfall totals vary considerably and Cumbria and the northwest typically have twice our annual rainfall total.

Comparing annual totals reminds us of the great seasonal and geographic variability in British weather. Looking at the local record for last year (2024) we had a very wet year with a total of 950 mm, significantly above the Berkhamsted average (788 mm). In September 2024 we received a thumping 165 mm of which 56 mm was on a single day (Sept 22nd). Unsurprisingly this led to much flooding in Berkhamsted High Street.

Looking back over my records that figure of 56 mm remains the highest daily total I have ever recorded. Yet, if we combine the totals for 2024 (a wet year) with 2025 (a dry year) we have a total of 1,586 mm which is exactly the same as two average years for this region.

On a more positive note, the heavy rain of the last two months has started to refill the high ponds on the Ashridge estate, many of which have been dry for the last seven months. These ponds, several above 180 m (600 ft), are important resources for the deer and other wildlife.

Who knows what 2026 will bring?

Best wishes for the New Year,

Bob

DECEMBER NATURE NOTES by Christian Sévigny

Most trees had shed their leaves by early November, however, some oaks and lime trees held on to theirs until a blustery day at the beginning of December. Within just a couple of hours, the lawn was carpeted with oak and lime leaves, along with alder catkins. Almost overnight, the oaks stood bare, finally joining the rest of the deciduous trees. Now only a few hornbeam and beech hedges remain clothed, provided they are less exposed to the wind.

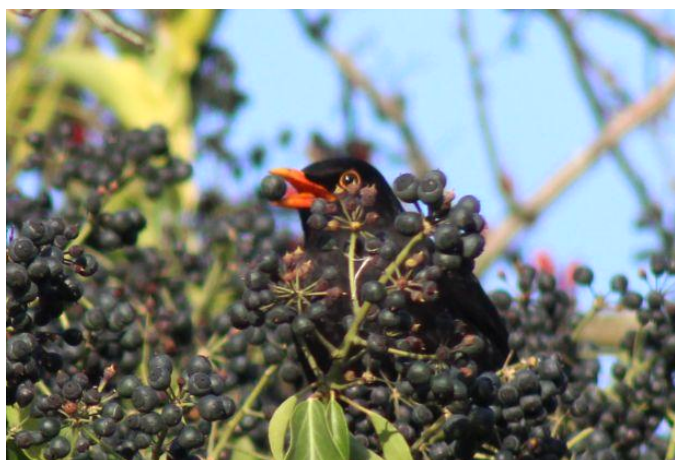
Although the garden appears dormant at this time of year, snowdrops are already pushing through, hazel, alder and birch catkins are visible, and the buds of oak, ash, beech, horse chestnut and sycamore are clearly forming. Alder and hazel will provide some of the first pollen when winter turns into spring.



There were a few lovely sunny days in mid December, so I spent some time raking leaves in the garden. There is one corner where I always leave a pile for the birds – they love flicking the leaves about as they hunt for insects underneath.

I had only just started tidying when a robin appeared and waited patiently nearby, watching me. Every time I stepped away, he darted in to inspect my handiwork, picking through the upturned leaves for tasty treats.

I also noticed that the blackbirds kept returning to a hawthorn bush that is almost completely smothered in ivy. Ivy berries are high in fat and are an important source of energy for birds at this time of year. Although there are plenty of haws as well, the blackbirds clearly favoured the ivy berries. I saw both a male and female visiting throughout the day. I never used to think much of ivy, but seeing how valuable it is for wildlife has completely changed my mind – it is magnificent for garden birds.



Wood pigeons have also been feeding on the ivy berries, which probably explains why I am seeing fewer blackbirds and wood pigeons on the lawn at the moment.



During a walk towards Berkhamsted yesterday, we saw groups of cormorants roosting in tall trees along the canal. We also watched one diving in the water and resurfacing with a fish in its mouth no fewer than four times in the space of two minutes. It seemed far more successful than the heron nearby, which stood immobile for ages and didn't catch anything.

DECEMBER REPORT FROM RUSHEY MEADOW by Ned Hunt

The pond level has risen again and, as you can see from this frosty afternoon photograph taken on the last day of the year, it's mostly lightly frozen over except for where the groundwater must be slightly warmer. Because of the drier ground conditions, a couple of days ago, we brought the 'young' lambs back from Ladycroft to rejoin their mothers. Suddenly we have quite a flock! The youngsters are quite vocal and occasionally charge about as a group. It's lovely to see them all together. Hopefully their mothers are pregnant. Because there's not much grass and, what there is, is not very nutritious, we're having to supplement their feed with hay and some protein 'nuts'.



Halfway down Rushey Meadow late in the afternoon I used my Merlin Bird ID app. Bird song is more prevalent away from the canal bridge area. Despite the noisy drone of the bypass, passing trains and an aircraft overhead, it detected a nearby robin, a song thrush, a wren, a blackbird, a redwing, blue tit, goldcrest, crow and amazingly a barn owl! There is talk of barn owl sightings locally so it was particularly special to know one was close by. Because of the failing light, I didn't actually see any of these birds, just a large family of moorhens that loves playing around one of our water troughs.

Clerk Actions from Recent Meetings	Comment	Agenda Item / Due Date	Notes
Administration			
Clr Capozzi to liaise with Clr Caroline Smith Wright for the mirror on New Road and speed bumps	CC Smith-Wright	Oct-25	Emailed Clr Smith Wright. Follow up email sent 6/11/2025
Clr 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	ClrCapozzi	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. Clr 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 clrs to give go ahead to sign the contract and set up DD
Install picnic tables	Clr Capozzi/Pocock	Completed	Work completed
Update the boundary for the allotment area Frances Nunn	Clerk/Clr Capozzi	Nov-26	In progress to calculate rent based on CPI
Update Asset register with new playground equipment and laptop	Actioned	Feb-25	Actioned next update March 2026
Allotments			
Numbering allotment plots	Clr 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/Clr 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	In progress

Case closed or dealt with

Detailed Receipts & Payments by Budget Heading 31/12/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	<u>Income</u>							
1076	Precept	46,106	46,106	0			100.0%	
1090	Investment & Interest	6	200	194			3.0%	
1110	O2 Mast	0	2,500	2,500			0.0%	
1120	Sunny Side Rural Trust	2,484	3,477	993			71.4%	
	Income :- Receipts	48,596	52,283	3,687			92.9%	0
	Net Receipts	48,596	52,283	3,687				
110	<u>Administration</u>							
4000	Staff Salary	18,753	30,405	11,652		11,652	61.7%	
4010	Employers NI Contribution	4,451	4,000	(451)		(451)	111.3%	
4030	Pension Employer Contribution	644	1,000	356		356	64.4%	
4070	Staff Expenses	0	200	200		200	0.0%	
4080	Staff Training	0	200	200		200	0.0%	
4085	IT Equipment	0	600	600		600	0.0%	
4090	Chairman's Allowance	240	300	60		60	79.8%	
4095	Councillors Training	0	300	300		300	0.0%	
4100	Councillors Expense	11	300	289		289	3.6%	
4110	Bank Charges	86	100	14		14	86.4%	
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	0	120	120		120	0.0%	
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	646	1,000	354		354	64.6%	60
4290	Sundries	0	50	50		50	0.0%	
	Administration :- Indirect Payments	32,124	53,025	20,901	0	20,901	60.6%	60
	Net Payments	(32,124)	(53,025)	(20,901)				
6000	plus Transfer from EMR	60	0	(60)				
	Movement to/(from) Gen Reserve	(32,064)	(53,025)	(20,961)				

Detailed Receipts & Payments by Budget Heading 31/12/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Allotments</u>							
1400 Rent Received - Allotment	4,085	4,038	(47)			101.2%	
1405 Allotment Deposit	390	0	(390)			0.0%	180
1410 Water re-charge - SRT	2,987	2,500	(487)			119.5%	
1411 Water re-charge - Lower site	220	200	(20)			110.0%	
1412 Water re-charge - Upper site	490	400	(90)			122.5%	
Allotments :- Receipts	8,172	7,138	(1,034)			114.5%	180
4250 Maintenance	1,157	7,506	6,349		6,349	15.4%	
4400 Water - Upper SRT charges	1,782	2,500	718		718	71.3%	
4410 Water - Lower site charges	563	200	(363)		(363)	281.4%	
4420 Water - Upper site charges	1,281	400	(881)		(881)	320.3%	
Allotments :- Indirect Payments	4,783	10,606	5,823	0	5,823	45.1%	0
Net Receipts over Payments	3,389	(3,468)	(6,857)				
6001 less Transfer to EMR	180	0	(180)				
Movement to/(from) Gen Reserve	3,209	(3,468)	(6,677)				
<u>150 Recreation Ground</u>							
1500 Football Pitch/Sports Income	250	1,000	750			25.0%	
Recreation Ground :- Receipts	250	1,000	750			25.0%	0
4250 Maintenance	3,878	6,773	2,895		2,895	57.3%	
4500 Grass Cutting	625	2,500	1,875		1,875	25.0%	
4510 Gate Locking	855	1,140	285		285	75.0%	
Recreation Ground :- Indirect Payments	5,358	10,413	5,055	0	5,055	51.5%	0
Net Receipts over Payments	(5,108)	(9,413)	(4,305)				
<u>160 Open Spaces</u>							
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	2,556	3,713	1,157		1,157	68.8%	
4620 Cemeteries	1,075	4,378	3,303		3,303	24.6%	
Open Spaces :- Indirect Payments	3,631	8,091	4,460	0	4,460	44.9%	0
Net Receipts over Payments	21,536	17,013	(4,523)				

Detailed Receipts & Payments by Budget Heading 31/12/2025

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	988	2,090	1,102		1,102	47.3%	
4700 Safety Checks	876	300	(576)		(576)	292.0%	
4710 Repairs	0	1,000	1,000		1,000	0.0%	
Playground :- Indirect Payments	1,864	3,390	1,526	0	1,526	55.0%	0
Net Payments	(1,864)	(3,390)	(1,526)				
<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	5,579	0	(5,579)			0.0%	
VAT Data :- Receipts	5,579	0	(5,579)				0
515 VAT on Payments	6,553	0	(6,553)		(6,553)	0.0%	
VAT Data :- Indirect Payments	6,553	0	(6,553)	0	(6,553)		0
Net Receipts over Payments	(975)	0	975				
Grand Totals:- Receipts	114,313	85,525	(28,788)			133.7%	
Payments	75,814	85,525	9,711	0	9,711	88.6%	
Net Receipts over Payments	38,499	0	(38,499)				
plus Transfer from EMR	21,561	0	(21,561)				
less Transfer to EMR	26,730	0	(26,730)				
Movement to/(from) Gen Reserve	33,331	0	(33,331)				

Northchurch Parish Council

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	NS&I ACCOUNT	203,441.47
31/12/2025	ST JAMES PLACE	0.00
31/12/2025	Community Infrastructure Levy	750.00
31/12/2025	Current Account Unity Trust	58,883.27
31/12/2025	Reserve Account Unity Trust	0.00

263,074.74

Receipts not on Bank Statement

0.00

Closing Balance

263,074.74

All Cash & Bank Accounts

3	NS&I	203,441.47
4	St'James Place- CLOSED	0.00
5	Allotment Deposit Account	750.00
6	Current Account Unity Trust	58,883.27
7	Reserve Account Unity Trust	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 263,074.74 <hr/>

Bank Reconciliation up to 31/12/2025 for Cashbook No 6 - Current Account Unity Trust

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleare</u>	<u>Payee Name or Description</u>
02/12/2025	BACS	1,938.40		1,938.40		R <input type="checkbox"/>	AFFINITY WATER
02/12/2025	BACS	222.00		222.00		R <input type="checkbox"/>	AFFINITY WATER
02/12/2025	BACS	-222.00		-222.00		R <input type="checkbox"/>	AFFINITY WATER
02/12/2025	BACS	266.40		266.40		R <input type="checkbox"/>	AFFINITY WATER
03/12/2025	0312		186.00	186.00		R <input type="checkbox"/>	Receipt(s) Banked
08/12/2025	0812		276.00	276.00		R <input type="checkbox"/>	Receipt(s) Banked
15/12/2025	BACS	540.00		540.00		R <input type="checkbox"/>	SUNNYSIDE RURAL TRUST
15/12/2025	DD	145.39		145.39		R <input type="checkbox"/>	NEST PENSION FUND
15/12/2025	BACS	134.20		134.20		R <input type="checkbox"/>	Michela Capozzi
15/12/2025	1512		17.00	17.00		R <input type="checkbox"/>	Receipt(s) Banked
17/12/2025	DD	34.74		34.74		R <input type="checkbox"/>	Castle Water
17/12/2025	BACS	60.00		60.00		R <input type="checkbox"/>	NEIL POCOCK
17/12/2025	BACS	540.00		540.00		R <input type="checkbox"/>	NEIL POCOCK
17/12/2025	DD	26.39		26.39		R <input type="checkbox"/>	SAGE
19/12/2025	BACS	200.00		200.00		R <input type="checkbox"/>	DUMPLETON
29/12/2025	DD	36.00		36.00		R <input type="checkbox"/>	CPRE
29/12/2025	SO	95.00		95.00		R <input type="checkbox"/>	TRISH POCOCK
29/12/2025	DD	94.98		94.98		R <input type="checkbox"/>	DACORUM BC
29/12/2025	BACS	9.00		9.00		R <input type="checkbox"/>	UNITY TRUST
29/12/2025	BACS	1,912.04		1,912.04		R <input type="checkbox"/>	Usha Kilich
		<u>6,032.54</u>	<u>479.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Local Government Finance Act 1992 - Precept Form

Parish of (please select from the dropdown list)

Northchurch

Please complete and return to parishreturns@dacorum.gov.uk by 23rd January 2026

To Dacorum Borough Council, being the Billing Authority for the Borough. The Town/Parish Council as stated above under Section 41 of the Local Government Finance Act 1992 hereby give notice that in respect of the financial year beginning on 1st April 2026, the sum outlined in the table below is required to meet the expenses of the Council ascertained as shown on this form. We hereby require the levy of the said sum as an additional item of Council Tax for the Town/Parish.

Please make payment by the 30th April 2026 to:

Sort Code

Account Number

Signed at the meeting of the Town/Parish Council on the date shown below by the Chairman and two members of the Town/Parish Council:

Date

5th January 2026

Chairman

Cllr Michela Capozzi

Chairman's
telephone number:

Member 1

Cllr Mark Somervail

Member 1's
telephone number:

Member 2	Cllr Sacha Hughes
Member 2's telephone number:	

Estimate of expenses of the Town/Parish Council for the financial year 2026/27:

Estimate 2026/27

Ongoing Expenditure (General Admin). Please ensure this includes all expenditure in relation to concurrent services and wardens.

Please specify below:

Item 1:	Staff Costs	37,375.00
Item 2:	Admin Costs	17,370.00
Item 3:	Open Space Costs	33,414.00
Item 4:		
Item 5:		
Item 6:		

Total Ongoing Expenditure	88,159.00
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One Off Costs (Eg Parish Plan, Office Refurbishment etc)

Item 1:		
Item 2:		
Item 3:		

Total One Off Expenditure	0.00
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Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)

General Income	(19,541.06)
Use of Reserves	0.00
Wardens Grant	(2,644.89)
Concurrent Services Grant	(14,444.04)
Cemeteries Grant	(1,707.01)
Total Income	(38,337.00)
Net Expenditure to be met from Precept	49,822.00

Key Information for 2026/27

2026/27 Tax Base Calculation

November Tax Base	1,506.20
Manual Adjustments	1.00
Starting Tax Base	1,507.20
Council Tax Support Adjustment	(80.16)
Non Collection Allowance	(21.41)
Tax Base for 2026/27	1,405.60

Parish Precept Calculation and Information

Precept Demand	49,822.00
Tax Base	1,405.60
2026/27 Band D Tax	35.45
2025/26 Band D Tax	32.92
Band D Tax Increase / (Decrease)	2.53
Band D Tax Change (%)	7.69%



NORTHCHURCH PARISH COUNCIL

Clerk to the Council: Usha Kilich

Northchurch Parish Council

PO BOX 2603

Kings Langley WD4 4EJ

Tel. 07543493002

website: www.northchurchparishcouncil.gov.uk

email: clerk@northchurchparishcouncil.gov.uk

NORTHCHURCH PARISH COUNCIL

RESERVES POLICY

Version	V26.0
Date approved by Finance & General Purposes Committee	N/A
Date approved by Annual Meeting of Full Council	12-01-2026

RESERVES POLICY

1. INTRODUCTION

1.1 The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 The Local Government Finance Act 1992 (as amended requires) local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority must hold. It is the responsibility of the Responsible Financial Officer (RFO) to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

1.3 Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

1.4 Any decision to set up a reserve must be given by the Council.

1.5 Expenditure from reserves can only be authorised by the Council

1.6 Reserves can be categorised as 'general' or 'earmarked'

2. TYPES OF RESERVE

The Council will hold reserves for these three main purposes:

- A working balance – this forms part of the general reserves.
- A contingency fund– this also forms part of general reserves.
- A means of building up funds, sometimes called 'earmarked' to meet known or predicted requirements.

3. GENERAL RESERVES

3.1 The general reserves are a balance on the Council's revenue account which is not held for any specific purpose other than to cushion the council's finances against any unexpected short-term problems in the council's cash flow, or to allay the impact of unexpected events or emergencies.

3.2 The general reserves are to be maintained at a level based upon a risk assessment carried out annually by the RFO when setting the budget for the forthcoming year. Any surplus on the general reserves above the required balance may be used to fund capital expenditure, be appropriated to nominated reserves or used to limit any increase in the precept.

3.3 The Council has resolved that its general reserves should be maintained at a level sufficient to cover between **six and twelve months of net expenditure**.

4. EARMARKED RESERVES

4.1 Nominated reserves represent:

- ring-fenced balances of grant funds or third-party allocations reserved for specific purposes;

- amounts generally built up over a period which are nominated for specific items of expenditure to meet known or anticipated liabilities or projects and intended to reduce the impact of meeting the full expenditure in one year.

4.2 The Council, when establishing an earmarked reserve, will set out:

- The reason / purpose of the reserve.
- How and when the reserve can be used.
- Procedures for the management and control of the reserve.
- A process and timescale for review of the reserve to ensure continuing relevance and adequacy.

4.3 As part of the calculation of an earmarked reserve, consideration must be given as to when the projected expenditure will fall due. If the earmarked reserve is to be built up over a period of years, annual increases in the relevant reserve should be on a proportionate incremental rather than a fixed annual basis (i.e. the sum set aside increases by a set percentage each year), so that the financial liability falls progressively on those taxpayers more likely to benefit from the final implementation of the relevant asset or service.

5. GOVERNANCE ISSUES

5.1 The Reserves Policy will be reviewed annually by the Council.

5.2 The Clerk/RFO will consider the likely needs of the general and nominated reserves for the forthcoming financial year as part of the process of setting the revenue budget, having regard to the predicted outturn of the current year income & expenditure. However, the reserves budget as such will be presented for the Council's approval and at that point the Council will have the opportunity to review the levels of reserves held in accordance with the Council's Financial Regulations and may make proposals for the creation of additional nominated reserves as part of the budgeting process.