



**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](mailto:clerk@northchurchparishcouncil.gov.uk)

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

**MEETING OF THE PARISH COUNCIL  
MONDAY 12<sup>th</sup> JANUARY 2026 AT 7.00 PM  
SOCIAL CENTRE BELL LANE NORTHCHURCH  
HP4 3RD**

**To Councillors:**

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

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

Usha Kilich  
Proper Officer  
7<sup>th</sup> 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 15<sup>th</sup> 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 16<sup>th</sup> February 2026 at 7.00 pm Social Centre Bell Lane Northchurch HP4 3 RD



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 10<sup>th</sup> November 2025

Resolved, proposed by Cllr Capozzi, seconded by Cllr Somervail to approve the Minutes of 10<sup>th</sup> 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 10<sup>th</sup> 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 any 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 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 quote 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 12<sup>th</sup> 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
<b>Administration</b>			
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
<b>Opens Spaces</b>			
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	Cllr Capozzi/Pocock	Completed	Work completed
Update the boundary for the allotment area Frances Nunn	Clerk/Cllr 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
<b>Allotments</b>			
Numbering allotment plots	Cllr Capozzi/Clerk	Mar-26	
Phase two of the allotment fencing		Mar-26	Not an urgent item and maybe tiding up
To place wooden log outside the allotment gate to deter parking	Clerk/Cllr Capozzi	Nov-25	
<b>Playground</b>			
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 &amp; 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
<b><u>100 Income</u></b>								
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		<b>48,596</b>	<b>52,283</b>	<b>3,687</b>			<b>92.9%</b>	<b>0</b>
<b>Net Receipts</b>		<b>48,596</b>	<b>52,283</b>	<b>3,687</b>				
<b><u>110 Administration</u></b>								
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		<b>32,124</b>	<b>53,025</b>	<b>20,901</b>	<b>0</b>	<b>20,901</b>	<b>60.6%</b>	<b>60</b>
<b>Net Payments</b>		<b>(32,124)</b>	<b>(53,025)</b>	<b>(20,901)</b>				
6000 plus Transfer from EMR		60	0	(60)				
<b>Movement to/(from) Gen Reserve</b>		<b>(32,064)</b>	<b>(53,025)</b>	<b>(20,961)</b>				

## Detailed Receipts &amp; 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
<b>140 Allotments</b>								
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	<b>8,172</b>	<b>7,138</b>	<b>(1,034)</b>			<b>114.5%</b>	<b>180</b>
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	<b>4,783</b>	<b>10,606</b>	<b>5,823</b>	<b>0</b>	<b>5,823</b>	<b>45.1%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>3,389</b>	<b>(3,468)</b>	<b>(6,857)</b>				
6001	less Transfer to EMR	180	0	(180)				
	<b>Movement to/(from) Gen Reserve</b>	<b>3,209</b>	<b>(3,468)</b>	<b>(6,677)</b>				
<b>150 Recreation Ground</b>								
1500	Football Pitch/Sports Income	250	1,000	750			25.0%	
	Recreation Ground :- Receipts	<b>250</b>	<b>1,000</b>	<b>750</b>			<b>25.0%</b>	<b>0</b>
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	<b>5,358</b>	<b>10,413</b>	<b>5,055</b>	<b>0</b>	<b>5,055</b>	<b>51.5%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>(5,108)</b>	<b>(9,413)</b>	<b>(4,305)</b>				
<b>160 Open Spaces</b>								
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	<b>25,167</b>	<b>25,104</b>	<b>(63)</b>			<b>100.3%</b>	<b>0</b>
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	<b>3,631</b>	<b>8,091</b>	<b>4,460</b>	<b>0</b>	<b>4,460</b>	<b>44.9%</b>	<b>0</b>
	<b>Net Receipts over Payments</b>	<b>21,536</b>	<b>17,013</b>	<b>(4,523)</b>				

## Detailed Receipts &amp; 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
<b>170 Playground</b>							
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	<b>1,864</b>	<b>3,390</b>	<b>1,526</b>	<b>0</b>	<b>1,526</b>	<b>55.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>(1,864)</b>	<b>(3,390)</b>	<b>(1,526)</b>				
<b>180 CIL Projects</b>							
1080 CIL Levy EMR Funding	26,550	0	(26,550)			0.0%	26,550
CIL Projects :- Receipts	<b>26,550</b>	<b>0</b>	<b>(26,550)</b>				<b>26,550</b>
4191 NPC CiL Project	21,501	0	(21,501)		(21,501)	0.0%	21,501
CIL Projects :- Indirect Payments	<b>21,501</b>	<b>0</b>	<b>(21,501)</b>	<b>0</b>	<b>(21,501)</b>		<b>21,501</b>
<b>Net Receipts over Payments</b>	<b>5,049</b>	<b>0</b>	<b>(5,049)</b>				
6000 plus Transfer from EMR	21,501	0	(21,501)				
6001 less Transfer to EMR	26,550	0	(26,550)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>999 VAT Data</b>							
115 VAT on Receipts	5,579	0	(5,579)			0.0%	
VAT Data :- Receipts	<b>5,579</b>	<b>0</b>	<b>(5,579)</b>				<b>0</b>
515 VAT on Payments	6,553	0	(6,553)		(6,553)	0.0%	
VAT Data :- Indirect Payments	<b>6,553</b>	<b>0</b>	<b>(6,553)</b>	<b>0</b>	<b>(6,553)</b>		<b>0</b>
<b>Net Receipts over Payments</b>	<b>(975)</b>	<b>0</b>	<b>975</b>				
Grand Totals:- Receipts	<b>114,313</b>	<b>85,525</b>	<b>(28,788)</b>			<b>133.7%</b>	
Payments	<b>75,814</b>	<b>85,525</b>	<b>9,711</b>	<b>0</b>	<b>9,711</b>	<b>88.6%</b>	
<b>Net Receipts over Payments</b>	<b>38,499</b>	<b>0</b>	<b>(38,499)</b>				
plus Transfer from EMR	<b>21,561</b>	<b>0</b>	<b>(21,561)</b>				
less Transfer to EMR	<b>26,730</b>	<b>0</b>	<b>(26,730)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>33,331</b>	<b>0</b>	<b>(33,331)</b>				

---

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
		<b>263,074.74</b>

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
	<b>Total Cash &amp; Bank Balances</b>	<b>263,074.74</b>

---

## 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	AFFINITY WATER
02/12/2025	BACS	222.00		222.00		R	AFFINITY WATER
02/12/2025	BACS	-222.00		-222.00		R	AFFINITY WATER
02/12/2025	BACS	266.40		266.40		R	AFFINITY WATER
03/12/2025	0312		186.00	186.00		R	Receipt(s) Banked
08/12/2025	0812		276.00	276.00		R	Receipt(s) Banked
15/12/2025	BACS	540.00		540.00		R	SUNNYSIDE RURAL TRUST
15/12/2025	DD	145.39		145.39		R	NEST PENSION FUND
15/12/2025	BACS	134.20		134.20		R	Michela Capozzi
15/12/2025	1512		17.00	17.00		R	Receipt(s) Banked
17/12/2025	DD	34.74		34.74		R	Castle Water
17/12/2025	BACS	60.00		60.00		R	NEIL POCOCK
17/12/2025	BACS	540.00		540.00		R	NEIL POCOCK
17/12/2025	DD	26.39		26.39		R	SAGE
19/12/2025	BACS	200.00		200.00		R	DUMPLETON
29/12/2025	DD	36.00		36.00		R	CPRE
29/12/2025	SO	95.00		95.00		R	TRISH POCOCK
29/12/2025	DD	94.98		94.98		R	DACORUM BC
29/12/2025	BACS	9.00		9.00		R	UNITY TRUST
29/12/2025	BACS	1,912.04		1,912.04		R	Usha Kilich
		<hr/> <u>6,032.54</u>	<hr/> <u>479.00</u>				

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## 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](mailto: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

[REDACTED]

Account Number

[REDACTED]

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:

[REDACTED]

Member 1

Cllr Mark Somervail

Member 1's

telephone number:

[REDACTED]

Member 2

Clr 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**

**One Off Costs (Eg Parish Plan, Office Refurbishment etc)**

Item 1:		
Item 2:		
Item 3:		

**Total One Off Expenditure**

**0.00**

**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)
<b>Total Income</b>	<b>(38,337.00)</b>
<b>Net Expenditure to be met from Precept</b>	<b>49,822.00</b>

## 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)
<b>Tax Base for 2026/27</b>	<b>1,405.60</b>

### Parish Precept Calculation and Information

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



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

email: [clerk@northchurchparishcouncil.gov.uk](mailto: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.